SALARIES AND REMUNERATION COMMISSION

JOB DESCRIPTION MANUAL FOR THE MINISTRY OF HEALTH

MARCH 2016

Salaries & Remuneration Commission
Rewarding productivity

TABLE OF CONTENTS

1. INTRODUCTION AND METHODOLOGY 10
2. FUNCTIONS AND ORGANISATION OF THE MINISTRY 13
SECTION ONE: TECHNICAL ROLES 17
3. DIRECTOR OF MEDICAL SERVICES 18
Director of Medical Services 18
4. DEPARTMENT OF CURATIVE AND REHABILITATIVE HEALTH SERVICES 22
Senior Deputy Director - Medical Services (HOD – Curative and Rehabilitative Health Services) 22
Deputy Director of Medical Services - Headquarters 27
Deputy Director of Medical Services (Senior Medical Specialist) - Medical Superintendent - Mathari National Teaching and Referral 31
Deputy Director Medical Services (Senior Medical Specialist) – Facility 35
Senior Assistant Director of Medical Services - Headquarters 39
Senior Assistant Director of Medical Services /Medical Specialist II – 43
(Medical Superintendent – National Spinal Injury) 43
Senior Assistant Director Medical Services (Medical Specialist II) - Facility 48
Assistant Director of Medical Services – Headquarters 52
Assistant Director of Medical Services (Chief Government Pathologist) 56
Assistant Director Medical Services - Facility 60
Senior Medical Officer 64
Medical Officer 68
Medical Officer (Intern) 72
Director of Clinical Services 75
Deputy Director of Clinical Services 80
Senior Assistant Director of Clinical Services 85
Assistant Deputy Director Clinical Services 90
Principal Clinical Officer 94
Chief Clinical Officer 98
Senior Clinical Officer 101
Clinical Officer I 104
Clinical Officer II 107
Principal Registered Clinical Officer I 110
Principal Registered Clinical Officer II 115
Chief Registered Clinical Officer 119
Senior Registered Clinical Officer 123
Registered Clinical Officer I 126
Registered Clinical Officer II 129
Registered Clinical Officer III 132
Senior Plaster Technician/ Senior Orthopaedic Trauma Technician 135
Plaster Technician I/ Orthopaedic Trauma Technician I 139
Plaster Technician II/ Orthopaedic Trauma Technician II 143
Chief Dental Specialist 146
Senior Dental Specialist – Headquarters 151
Senior Dental Specialist – Facility 155
Dental Specialist I - Headquarters 159
Dental Specialist I – Facility 163

Dental Specialist II – Headquarters 168
Dental Specialist II – Facility 173
Senior Dental Officer 178
Dental Officer 182
Dental Officer - Intern 185
Chief Dental Technologist 188
Deputy Chief Dental Technologist 192
Senior Dental Technologist 195
Dental Technologist I 199
Dental Technologist II 202
Dental Technologist III 205
Senior Community Oral Health Officer - Headquarters 208
Senior Community Oral Health Officer – Facility 211
Community Oral Health Officer I 215
Community Oral Health Officer II 218
Community Oral Health Officer III 221
Chief Pharmacist 224
Senior Deputy Chief Pharmacist – Headquarters 230
Senior Deputy Chief Pharmacist – Facility 234
Deputy Chief Pharmacist – Headquarters 238
Deputy Chief Pharmacist – Facility 242
Assistant Chief Pharmacist 246
Senior Pharmacist 252
Pharmacist 256
Pharmacist – Intern 260
Chief Pharmaceutical Technologist 264
Deputy Chief Pharmaceutical Technologist 267
Senior Pharmaceutical Technologist 270
Pharmaceutical Technologist I 273
Pharmaceutical Technologist II 276
Pharmaceutical Technologist III 279
Chief Inspector of Drugs 282
Deputy Chief Inspector of Drugs 286
Senior Inspector of Drugs 290
Inspector of Drugs I 293
Inspector of Drugs II 296
Inspector of Drugs III 299
Director Nursing Services 302
Deputy Director Nursing Services-Headquarters 306
Deputy Director Nursing Services-Facility 310
Senior Assistant Director-Headquarters 315
Senior Assistant Director-Facility 319
Assistant Director Nursing Services - Headquarters 324
Assistant Director Nursing Services – Facility 328
Senior Principal Registered Nurse-Headquarters 332
Principal Nursing Officer – Facility 336
Principal Registered Nurse – Facility 341
Chief Nursing Officer 345

Chief Registered Nurse 348
Senior Nursing Officer 353
Senior Registered Nurse 357
Nursing Officer I 361
Registered Nurse I 365
Registered Nurse II 368
Registered Nurse III 372
Senior Enrolled Nurse I 376
Senior Enrolled Nurse II 380
Enrolled Nurse I 384
Enrolled Nurse II 388
Enrolled Nurse III 391
Director - Medical Laboratory Services 394
Deputy Director of Medical Laboratory Services 399
Senior Assistant Director of Medical Laboratory 404
Services 404
Assistant Director of Medical Laboratory Services 409
Principal Medical Laboratory Technologist I 412
Principal Medical Laboratory Officer 416
Principal Medical Laboratory Technologist II 419
Chief Medical Laboratory Officer 423
Chief Medical Laboratory Technologist 426
Senior Medical Laboratory Officer 429
Senior Medical Laboratory Technologist 432
Senior Medical Laboratory Technician I 435
Medical Laboratory Officer 438
Medical laboratory Technologist I 441
Senior Medical Laboratory Technician 444
Medical laboratory Technologist II 447
Medical laboratory Technologist III 450
Chief Medical Engineer 453
Chief Medical Engineering Technologist 457
Deputy Chief Medical Engineering Technologist 461
Senior Medical Engineering Technologist 465
Medical Engineering Technologist I 469
Medical Engineering Technologist II 473
Medical Engineering Technologist III 476
Senior Medical Engineering Technician 479
Medical Engineering Technician I 483
Medical Engineering Technician II 486
Medical Engineering Technician III 489
Senior Principal Assistant Occupational Therapist 492
Principal Assistant Occupational Therapist 496
Chief Assistant Occupational Therapist 500
Senior Assistant Occupational Therapist 504
Assistant Occupational Therapist I 508
Assistant Occupational Therapist II 511
Assistant Occupational Therapist III 514

Chief Physiotherapist 517
Senior Deputy Chief Physiotherapist 522
Deputy Chief Physiotherapist 525
Senior Assistant Chief Physiotherapist 529
Assistant Chief Physiotherapist 532
Senior Physiotherapist 535
Physiotherapist I 539
Physiotherapist II 542
Physiotherapist III 545
Deputy Chief Orthopaedic Technologist 548
Senior Orthopaedic Technologist 551
Orthopaedic Technologist I 555
Orthopaedic Technologist II 558
Orthopaedic Technologist III 561
Senior Assistant Director Radiography Services 564
Assistant Director Radiography Services 568
Principal Radiographer 572
Chief Radiographer 576
Senior Radiographer 580
Radiographer I 584
Radiographer II 588
Chief Health Administrative Officer 592
Senior Deputy Chief Health Administrative Officer 596
Deputy Chief Health Administrative Officer 600
Senior Assistant Chief Health Administrative Officer 604
Assistant Chief Health Administrative Officer - Headquarters 608
Assistant Chief Health Administrative Officer - Facility 611
Senior Health Administrative Officer 615
Health Administrative Officer I 619
Health Administrative Officer II 622
Health Administrative Officer III 625
Assistant Principal Medical Social Worker 628
Chief Medical Social Worker 631
Senior Medical Social Worker 634
Medical Social Worker I 637
Medical Social Worker II 640
Medical Social Worker III 644
5. DEPARTMENT OF PREVENTIVE AND PROMOTIVE HEALTH 648
Senior Deputy Director of Medical Services (HOD Preventive and 648
Promotive Health) 648
Government Chemist 653
Senior Assistant Government Chemist 658
Senior Principal Chemist 662
Principal Chemist- Field 666
Principal Chemist 669
Chief Chemist 672
Chemist 676
Senior Principal Laboratory Technologist 680

Principal Laboratory Technologist 684
Chief Laboratory Technologist 688
Laboratory Technologist III 693
Deputy Director of Community Health 697
Deputy Director Medical Laboratory Services 701
Senior Assistant Chief Medical Laboratory Technologist 706
Senior Medical Laboratory Technologist 710
Senior Medical Laboratory Technician 713
Medical Laboratory Technologist I 717
Medical Laboratory Technologist II 720
Medical Laboratory Technologist III 723
Medical Laboratory Technologist II- Field 726
Director of Public Health 729
Deputy Director of Public Health 736
Senior Assistant Director, Public Health 742
Assistant Director, Public Health 747
Principal Public Health Officer 752
Chief Public Health Officer 758
Senior Public Health Officer 763
Senior Public Health Officer- Field 766
Public Health Officer 769
Principal Assistant Public Health Officer 772
Chief Assistant Public Health Officer 775
Senior Assistant Public Health Officer 779
Assistant Public Health Officer I 783
Assistant Public Health Officer I - Field 787
Assistant Public Health Officer II 791
Assistant Public Health Officer III 794
Senior Public Health Assistant 797
Public Health Assistant I 800
Public Health Assistant II 804
Public Health Assistant III 808
Director, Nutrition and Dietetics 812
Assistant Director, Nutrition and Dietetics 817
Chief Nutrition and Dietetics Officer 821
Senior Nutrition and Dietetics Officer 825
Nutrition and Dietetics Technician 829
Nutrition and Dietetics Officer 833
Nutrition and Dietetics Technician III 837
Assistant Chief Medical Parasitologist 840
Medical Parasitologist II 843
Deputy Chief Medical Entomologist 846
Assistant Chief Medical Entomologist 849
Principal Medical Entomologist 852
Senior Medical Entomologist 855
Medical Entomologist II 858
Assistant Chief Medical Biochemist 861
Medical Biochemist 865

Deputy Medical Laboratory Technologist (Infections Diseases) 868
Assistant Deputy Director National AID's and STI's Control Programme (NASCOP) 872
Assistant Director of Medical Services (Head of Health Promotion Unit) 876
6. DEPARTMENT OF STANDARDS, QUALITY ASSURANCE AND REGULATIONS 881
Senior Deputy Director - Medical Services (HOD - Standards, Quality Assurance and Regulation) 881
Deputy Director of Medical Services (Head of Division Legislations and Regulations) 887
Deputy Director of Medical Services (Head of Division Health Standards and Quality Assurance) 891
Principal Registered Clinical Officer I (Head of Continuing Professional Development and Regulations Unit) 895
7. DEPARTMENT OF POLICY, PLANNING AND HEALTH FINANCING 899
Deputy Director - Medical Services (HOD – Policy, Planning and Health Financing) 899
Assistant Director of Health Records and Information Management Services 903
Principal Health Records and Information Management Officer 908
Chief Health Records and Information Management Officer 912
Senior Health Records and Information Management Officer 916
Health Records and Information Management Officer 920
Principal Health Records and Information Management Officer 923
Assistant Chief Health Records and Information Management Officer 927
Assistant Senior Health Records and Information Management Officer 931
Assistant Health Records and Information Management Officer I 934
Assistant Health Records and Information Management Officer II 937
Assistant Health Records and Information Management Officer III 940
Senior Health Records and Information Management Assistant 943
Health Records and Information Management Assistant I 946
Health Records and Information Management Assistant II 949
Health Records and Information Management Assistant III 952
Chief Economist 955
Deputy Chief Economist 960
Senior Assistant Director – Gender and Social Development 966
Principal Economist 971
Principal Youth Development Officer 976
Senior Economist I 980
Senior Economist II 985
Economist I/ Statistician I 990
Economist II/Statistician II 995
8. DEPARTMENT OF HEALTH SECTOR COORDINATION AND INTERGOVERNMENTAL AFFAIRS 999
Senior Deputy Director of Medical Services/ Chief Medical Specialist 999

(HOD - Health Sector Coordination and Intergovernmental Affairs) 999
9. RADIATION PROTECTION BOARD 1004
Chief Radiation Protection Officer 1004
Assistant Chief Radiation Officer 1009
Principal Radiation Protection Officer - Field 1013
Senior Radiation Protection Officer - Field 1016
Radiation Protection Officer II 1019
Radiation Protection Officer II - Field 1023
SECTION TWO: COMMON ROLES 1026
10. DEPARTMENT OF ADMINISTRATION 1027
10.1 General Administration 1027
Principal Administrative Secretary 1027
Senior Deputy Secretary Administration 1033
Deputy Secretary Administration 1037
Under Secretary - Administration 1041
Assistant Secretary Cadet 1045
Chief Clerical Officer 1048
Senior Clerical Officer 1051
Clerical Officer I 1054
Clerical Officer II 1057
Principal Driver 1060
Chief Driver 1064
Senior Driver 1068
Driver I 1072
Driver II 1076
Driver III 1080
Security Officer 1084
Assistant Security Officer 1087
Security Warden I 1090
Security Warden II 1093
Cleaning Supervisor I 1096
Cleaning Supervisor II A 1099
Cleaning Supervisor II B 1102
Support Staff Supervisor 1105
Senior Support Staff 1108
Support Staff I 1111
Support Staff II 1114
Support Staff III 1117
Senior Chargehand 1120
Chargehand 1123
Artisan I - Building 1126
Artisan III – Building 1129
Telephone Supervisor I 1132
Telephone Supervisor 1135
Senior Telephone Operator 1138
Telephone Operator I 1141
Telephone Operator II 1144
Senior Reception Assistant I 1147

Senior inspector, mechanical 1150
Senior Hospitality Officer 1153
Chef 1156
Assistant Chef 1159
Cook I 1162
Cook II 1165
Cook III 1168
Assistant Director Office Administrative Services 1171
Principal Office Administrator 1175
Chief Office Administrator 1179
Senior Office Administrator 1183
Office Administrator I 1187
Office Administrator II 1190
Principal Assistant Office Administrator 1193
Chief Assistant Office Administrator 1197
Senior Assistant Office Administrator 1201
Assistant Office Administrator I 1205
Assistant Office Administrator II 1209
Assistant Office Administrator III 1212
Senior Office Administrative Assistant 1215
Office Administrative Assistant I 1219
Office Administrative Assistant II 1222
Office Administrative Assistant III 1225
Printer III 1228
Printing Assistant 1231
10.2 Human Resources Management and Development 1234
Director Human Resource Management and Development 1234
Deputy Director - Human Resource Development 1241
Assistant Director – Human Resource Management and Development 1247
Principal Human Resource Management and Development Officer 1253
Chief Human Resource Management and Development Officer 1257
Senior Human Resource Management Officer 1261
Human Resource Management Officer I 1265
Human Resource Management Assistant I 1269
Human Resource Management Officer II 1273
Human Resource Management Assistant II 1277
Human Resource Management Assistant III 1281
Senior Records Management Officer 1285
Records Management Officer I 1289
Records Management Officer II 1292
Records Management Officer III 1295
Library Assistant II 1298
10.3 Finance 1301
Senior Chief Finance Officer 1301
Deputy Chief Finance Officer 1305
Principal Finance Officer 1309
Senior Finance Officer 1312
Finance Officer II 1316

10.4 Information and Communication Technology 1320
Senior Assistant Director, Information Communication Technology 1320
Assistant Director Information Communication Technology 1324
Principal ICT Officer 1329
Chief Information Communication Technology Officer 1333
Senior ICT Officer 1337
ICT Officer I 1341
ICT Officer II 1345
10.5 Supply Chain Management 1349
Senior Deputy Director, Supply Chain Management Services 1349
Deputy Director Supply Chain Management 1354
Senior Assistant Director – Supply Chain Management 1358
Assistant Director – Supply Chain Management 1362
Principal Supply Chain Management Officer 1366
Chief Supply Chain Management Officer 1370
Chief Supply Chain Management Assistant 1374
Senior Supply Chain Management Officer 1378
Senior Supply Chain Management Assistant 1382
Supply Chain Management Officer I 1386
Supply Chain Management Assistant I 1389
Supply Chain Management Officer II 1393
Supply Chain Management Assistant II 1396
Supply Chain Management Assistant III 1400
Supply Chain Management Assistant IV 1403
10.6 Internal Audit 1406
Assistant Internal Auditor General 1406
Principal Internal Auditor 1410
Senior Internal Auditor 1414
Internal Auditor I 1418
10.7 Accounts 1422
Senior Deputy Accountant General 1422
Deputy Accountant General 1426
Senior Assistant Accountant General 1433
Assistant Accountant General 1439
Principal Accountant 1444
Chief Accountant 1449
Senior Accountant 1454
Accountant I 1458
Accountant II 1462

1. INTRODUCTION AND METHODOLOGY

This job description manual has been developed as part of an exercise to evaluate jobs and develop grading and salary structures for the public service. This exercise is joint initiative between the Salaries and Remuneration Commission (SRC) and the Public Service Commission (PSC) and is being carried out in line with each organisation's mandates as indicated below.

The Salaries and Remuneration Commission (SRC) is an independent Commissions established by The Constitution of Kenya 2010; under Article 230 with the mandate to:

1. Set and regularly review the remuneration and benefits of all state officers; and
2. Advise the National and County Governments on the remuneration and benefits of all other public officers.

In execution of its mandate, SRC is expected to:

1. Ensure that the total public compensation bill is fiscally sustainable;
2. Ensure that public services are able to attract and retain the skills required to execute their functions;
3. Recognize productivity and performance; and
4. Ensure transparency and fairness.

Article 234 of the Constitution outlines the functions and powers of the Public Service Commission and its mandate is to:

1. Establish and abolish office in the public service;
2. Appoint persons to hold or act in public offices, and to confirm appointments;
3. Exercise disciplinary control over and remove persons holding or acting in those offices;
4. Promote the values and principles referred to in Articles 10 and 232 throughout the public service;
5. Investigate, monitor and evaluate the organization, administration and personnel practices of the public service;
6. Ensure that the public service is efficient and effective;
7. Develop human resources in the public service;
8. Review and make recommendations to the national government in respect of conditions of service, code of conduct and qualifications of officers in the public service;
9. Evaluate and report to the President and Parliament on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the public service;

10. Hear and determine appeals in respect of county governments' public service; and
11. Perform any other functions and exercise any other powers conferred by national legislation.

The overall objective of this exercise is to establish the relative worth of jobs in the public service to guide the review and subsequent pay of public officers. This exercise is expected to address the current inequalities and disparities in job grading and pay in the public sector.
EY was contracted to undertake the job evaluation and remuneration exercise in the Civil Service which at the time of contracting comprised 21 Ministries. EY was required to carry out a job analysis exercise in all the Ministries, develop job descriptions of all positions and subsequently evaluate all jobs.

Job analysis is the process of deciding on the contents of a job in terms of its duties and responsibilities, on the methods to be used in carrying out the job, in terms of techniques, systems and procedures, and on the relationships that should exist between the job holder and his/her superiors, subordinates and colleagues.

A job description uses information gathered during the job analysis process to provide an overview of the role by defining duties, tasks, responsibilities and specifications of a job. Specifications are the required skills, qualifications and experience required to perform the duties and tasks outlined in the job description.
Job descriptions are important as they will help the Ministry understand the experience and skill base needed to enhance the overall success of the Ministry. They form the foundation of processes such as job postings, recruitment, selection, setting expectations, training and performance management. The job descriptions will be used in the job evaluation exercise.

The process

The exercise began with the selection of a team of Job Analysts in each Ministry. EY provided nomination criteria which was communicated to the Ministries, formally through the SRC, and was used to nominate Job Analysts to be accredited and who would work with EY during the project.
As a precursor, EY began with a Pilot study in the Ministry of Labour, Social Security and Services (MOLSS). The objective of the Pilot was to test and inform the approach to be rolled out in the Civil Service.

In the Ministry of Health, the exercise was kicked off on Monday, 27th July 2015 with formal meetings held between the senior staff in the Ministry, SRC representatives and the EY team. The kick off involved an introductory session led by SRC and a briefing session by EY on the process, tools and expected actions and or responsibilities of various parties.

The accredited Job Analysts were taken through refresher training on the job analysis process and the job analysis questionnaire which had been updated with comments and feedback received during the training sessions held at KSMS. Job holders were also trained on completion of the questionnaire.

The Ministry provided a list of all its roles in the Ministry both at the headquarters and in the field. The Consultants relied on key source data/ information, where it was available, to inform the job analysis. This information included schemes of service, schedules of duties, approved organisation structures and establishment lists as well as relevant policy documents etc. These documents were important as they informed our understanding of the Ministry and its roles and also served as a data capture guide.

The job analysis questionnaires were sent out to the role holders prior to the interviews and workshops to allow them time to review and complete them and speed up the process. The validation and sign off of the job analysis questionnaires was lengthy as it required at least two levels of review. Questionnaires were signed off by the role holders and line managers/ supervisors were also given the opportunity to review and sign off on the finalised job analysis questionnaires. Any relevant amendments were made as necessary.

Job descriptions were developed based on the information captured in the validated and sign off job analysis. The draft copies of the job descriptions have been provided in this manual for review.

2. FUNCTIONS AND ORGANISATION OF THE MINISTRY

The Ministry of Health is a combination of two (2) former Ministries of Medical Services and Public Health and Sanitation and is aligned to the Constitution of Kenya 2010, Vision 2030, Executive Order No 2 of May 2013 and other GOK policies and strategies.

The Ministry of Health oversees all provisions of health services; formulates and oversees implementation of health policies; and regulates and sets standards for efficient and effective service delivery in the health sector. The specific objectives of the Ministry are:

1. Eliminate communicable conditions
2. Halt, and reverse the rising burden of non-communicable conditions
3. Reduce the burden of violence and injuries.
4. Provide essential health care
5. Minimise exposure to health risk factors
6. Strengthen collaboration with private and other sectors that have an impact on health

These functions shall be delivered through Departments, Divisions and Units within the Ministry of Health. Further, the Ministry will deliver referral health services through its National Referral Health Facilities. Guided by its Vision and Mission, the Ministry is expected to contribute towards achievement of Kenya Vision 2030 by:

1. Provision of a robust health infrastructure network countrywide;
2. Improving the quality of health service delivery to the highest standards
3. Promotion of partnerships with the private sector;
4. Providing access to those excluded from health care for financial or other reasons; and
5. Strengthen collaboration with private and other sectors that have an impact on health.

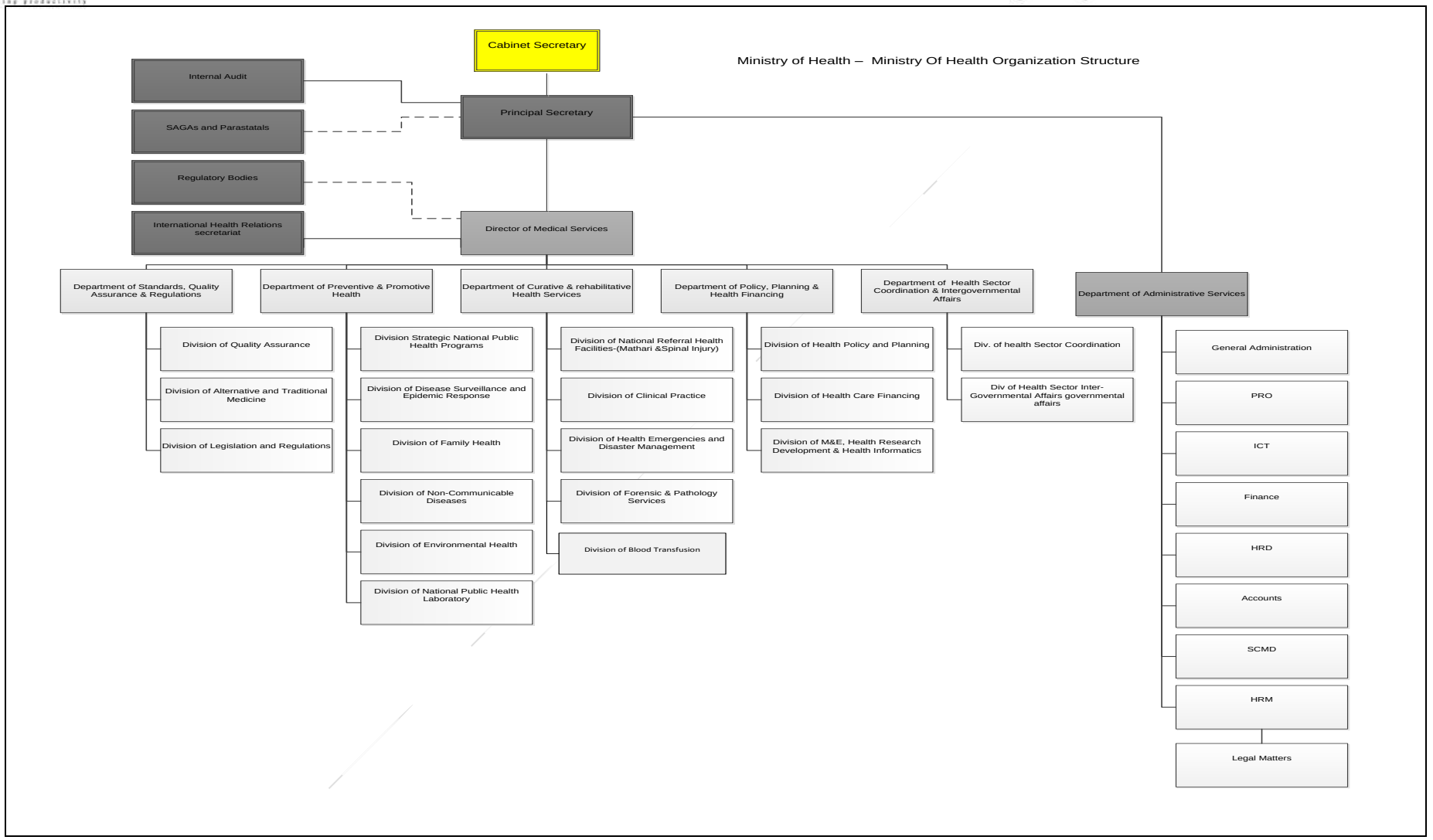
The current range of functions of the Ministry as per Executive Order No: 2/2013 are:

1. Health, Policy and Standards Management
2. Registration of Doctors and Paramedics
3. Training of Health Personnel
4. National Medical Laboratory Services
5. Pharmacy and Medicines Control
6. Public Health and Sanitation Policy Management

7. Medical Services Policy
8. Preventive, Promotive and Curative Services
9. National Health Referral Services
10. Health Education Management
11. Health Inspections and other Public Health Services
12. Quarantine Administration
13. Preventive Health Programmes including Health Services
14. Coordination of campaign against HIV/AIDS
15. Cancer Policy
16. Nutrition
17. Government Chemist

The present structure of the Ministry provides for Cabinet Secretary who is responsible for the overall policy direction and supervision of the Ministry; principal advisor to the President and the National Assembly on matters relating to Health policy as well as coordination of overall governance and programmes to meet the objectives of the Ministry. Below the Cabinet secretary is the Principal Secretary who is the Accounting/Authorized officer and has the primary responsibility for policy, finance and general administration of the Ministry. As the Ministry's Accounting Officer, the Principal Secretary is also personally accountable to Parliament for the expenditure of all public money provided to the Ministry. MOH has six departments and one Board. These are as outlined in the list and organisational structure below:

i. Curative and Rehabilitative Health Services
ii. Preventive and Promotive Health Services
iii. Standards Quality Assurance and Regulations
iv. Policy Planning and Health Financing
v. Health Sector Coordination and Intergovernmental Affairs
vi. Radiation Protection Board
vii. Administrative Services


Ministry of Health – Ministry Of Health Organization Structure
Cabinet Secretary
Internal Audit
SAGAs and Parastatals
Regulatory Bodies
International Health Relations secretariat
Principal Secretary
Director of Medical Services
Department of Standards, Quality Assurance & Regulations
Department of Preventive & Promotive Health
Department of Curative & rehabilitative Health Services
Department of Policy, Planning & Health Financing
Department of Health Sector Coordination & Intergovernmental Affairs
Department of Administrative Services
Division of Quality Assurance
Division of Alternative and Traditional Medicine
Division of Legislation and Regulations
Division Strategic National Public Health Programs
Division of Disease Surveillance and Epidemic Response
Division of Family Health
Division of Non-Communicable Diseases
Division of Environmental Health
Division of National Public Health Laboratory
Division of National Referral Health Facilities-(Mathari &Spinal Injury)
Division of Clinical Practice
Division of Health Emergencies and Disaster Management
Division of Forensic & Pathology Services
Division of Blood Transfusion
Division of Health Policy and Planning
Division of Health Care Financing
Division of M&E, Health Research Development & Health Informatics
Div. of health Sector Coordination
Div of Health Sector Inter-Governmental Affairs governmental affairs
General Administration
PRO
ICT
Finance
HRD
Accounts
SCMD
HRM
Legal Matters

The total number of roles that were analysed at MOH is as follows:

Roles	Number of roles
Technical	**267**
Common	**118**
TOTAL ROLES MINISTRY HEALTH	**385**

SECTION ONE: TECHNICAL ROLES

3. DIRECTOR OF MEDICAL SERVICES

Job Title:	**Director of Medical Services**
Job Group:	U
Ministry:	Ministry of Health
State Department:	N/A
Department:	N/A
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Senior Deputy Director of Medical Services/ Chief Specialist
Job Purpose	
To support the overall mandate of the Ministry by overseeing, supervising and facilitating health delivery and promotion in both clinical and non-clinical areas.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and oversee policy implementation of the health sector nationwide • Facilitate the development of policies and guidelines for the health sector through identifying and bringing together the relevant Stakeholders. • Disseminate and oversee the implementation of policies and guidelines. • Monitor and evaluate the effectiveness of policies and the implementation methodologies.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Control and coordinate health services at the national level • Plan, direct and develop health services including curative, preventive and promotive health services. • Develop strategies for the prevention and eradication of these conditions and diseases. • Plan and manage health care delivery system in the Country.	

- Advice the Cabinet Secretary and the Principal Secretary on matters pertaining to the health sector.

Responsibility 2: Regulation of the health sector professions in collaboration with the respective regulatory bodies

- Ensure timely registration of health professionals to the various regulatory bodies
- Coordinate and ensure effective and timely deployment of health professionals to various health institutions
- Oversee and ensure the provision of quality health standards

Responsibility 3: Coordinate international health regulation

- Update the global international community on disease burden (disease outbreak)
- Coordinate the collection and analysis and developing of reports to the World Health Organisation

Responsibility 4: Oversee the provision of both formal and informal training other health personnel

- Ensure that health personnel are trained for purposes of Continuous Medical Education (CME's).
- Ensure that all health facilities provide treatment plans are up to date and adhered to as per current medical guidelines.

Responsibility 5: Manage finances of the health sector in the country

- Oversee the development of the health sector budget.
- Ensure that health facilities are properly equipped to provide service to the nation.

Responsibility 6: Ensure the provision of quality services in all areas of health

- Oversee the provision of services in health facilities countrywide.
- Coordinate the response to emergency medical care and disaster management situations.
- Oversee the provisions of efficient services in national laboratory, forensic medicine, medico legal, pharmacy medicines control and the provision of blood transfusion services.
- Ensure the mainstreaming of alternative and complementary medical practices.

II. Operational Responsibilities

Responsibility 1: Supervise personnel in the Division

- Manage the performance contracting process in line with the annual work-plan.
- Ensures staff are appraised quarterly as per plan.
- Supervise staff through scheduled and adhoc monthly meetings.

- Participates in various HR related activities such as recruitment, staff promotion and identification of training needs.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for prudent management of resources at the Ministry of Health.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture, desktop, laptop

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: On-call

Frequency: Daily

Out of station travelling

Nature: Meetings, conferences, seminars, monitoring and evaluation

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Medicine or Master of Surgery

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 19 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years	
Functional Skills	**Behavioural Competencies/Attributes**
• Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development and implementation • Protocol and diplomacy • Effective communication • Strategic people management • Public service focus • Delivery of quality results • Stakeholder focus • Building working relationships	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

4. DEPARTMENT OF CURATIVE AND REHABILITATIVE HEALTH SERVICES

Job Title:	**Senior Deputy Director - Medical Services (HOD – Curative and Rehabilitative Health Services)**
Job Group:	S
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Heads of Division
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through the development and implementation of relevant policies in relation to curative and rehabilitative services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and oversee Policy implementation of curative and rehabilitative services • Facilitate the development of policies and guidelines for the curative and rehabilitative services through identifying and bringing together the relevant Stakeholders. • Disseminate and oversee the implementation of policies and guidelines for curative and rehabilitative services. • Monitor and evaluate the effectiveness of policies and the implementation methodologies.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan and budget for the Curative and Rehabilitative Division	

- Coordinate the development of the annual work plan in line with the Ministry's Strategic Plan.
- Participate in the budgeting process by aligning the budget needs to the annual work plan.
- Ensure that there is effective procurement by participating in the formulation of the Procurement Plan.
- Coordinate resource mobilisation for the Department by engaging development partners for additional resources and support.

Responsibility 2: Ensure the provision of quality services in all areas of curative and rehabilitative services

- Oversee the provision of services in national health referral and private health facilities.
- Coordinate the response to emergency medical care and disaster management situations.
- Oversee the provisions of efficient national laboratory, forensic and medico legal clinical practice and provision of blood transfusion services.
- Ensure the mainstreaming of alternative and complementary medical practices.
- Guide and collaborate with the procurement unit in the development of specifications for procuring commodities for national referral facilities and programmes for example transfusion services, emergence situation commodities and drugs for opthomological services.

Responsibility 3: Provide capacity building services to national and county institutions

- Ensure the development of a capacity building framework for curative and rehabilitative services.
- Oversee the provision of technical assistance and capacity building on curative/ rehabilitative services to both national and county health services.
- Coordinate, mobilise and collaborate with the Development Partners on where capacity development is needed.
- Collaborate with training institutions in the dissemination, training and capacity building in the curative and rehabilitative services.

Responsibility 4: Supervise personnel in the Department

- Manage the performance contracting process in line with the annual work-plan.
- Ensure staff are appraised quarterly as per plan.

- Conduct scheduled and adhoc departmental meetings.
- Participates in various HR related activities such as recruitment, staff promotion and identification of training needs.

Responsibility 2: Coordinate monitoring and evaluation of curative and rehabilitative

- Oversee the development the monitoring and evaluation framework for the Department.
- Ensure the monitoring and evaluation of all areas in curative and rehabilitative services is carried out.
- Recommend and facilitate the taking of corrective action needed.

III. Operational Responsibilities

Responsibility 1: Heads the department of Curative and Rehabilitative Services in the Ministry of Health

- Attend senior management meetings
- Participate in standard ministerial committees such as ministerial tender committee
- Represents the Ministry in various activities as assigned by the Director of Medical Services

Responsibility 2: Ensure continuous human resources development

- Identify areas requiring skills exposure and development for the national and county in areas of curative and rehabilitative services.
- Liaise with institutions locally and externally in training and developing curative and rehabilitative personnel.
- Participate in the development of curriculum for the training and development of personnel in the curative and rehabilitative services.
- Mentor personnel in the curative and rehabilitative services department

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management and accounting for budget expenditure for the Department.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of the assets allocated to it such as vehicles, office furniture and computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information such as policy documents, various correspondences with Ministries and Partners.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the department on policy development, review and implementation, scheduling and allocating duties and giving timelines for staff, performance management and allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Works extended hours

Frequency: Adhoc

Out of station travelling

Nature: Meetings, trainings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Bachelor of Medicine and Bachelor of Surgery
- Masters Degree in Medicine or Surgery.

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Membership of a society in area of speciality

Previous relevant work experience required

The role requires 16 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Understanding of the global, regional and national development goals, policies and programs and the ability to relate them to the health ministry's mandate • Knowledgeable about government regulations relevant to health • Communicating effectively • Planning and organizing • Resource management • Project planning and management • Analytical and problem solving • High standards of professional ethics • Target setting • Managerial and administrative • Leading teams • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Medical Services - Headquarters**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Director of Medical Services
Direct reports:	Senior Assistant Director of Medical Services

Job Purpose

To ensure that the Ministry achieves its mandate by supporting the coordination and strengthening the Ministry's regulatory role and the health legislative framework. '

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate and review of health sector laws and regulations

- Coordinate the formulation of Heath Sector Laws and policies with the participation of relevant stakeholders.
- Identify required legislation based on pattern of diseases or service gaps in the sector.
- Coordinate the review of health sector laws to ensure relevance with what is happening on the ground.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and budget for resources in the division or program

- Develop annual work plan for the Division or program by involving the necessary stakeholders.
- Participate in the strategic planning process for the Ministry.
- Ensure the implementation of the annual work plan in line with timelines and budget.
- Formulate budget for the Division or program in line with the work plan.
- Report periodically on Divisional or program work plan implementation.

Responsibility 2: Manage stakeholders for the health sector

- Map stakeholders for health sector formulation and support.
- Ensure that there is advocacy for different policies and regulations for the sector.
- Coordinate various stakeholders for improved service delivery.
- Represent the Ministry in various fora on matters of health.
- Coordinate research on emerging and re-emerging diseases in the health sector.

Responsibility 3: Manage personnel for the Division or program

- Manage the performance contracting process for the Division or program.
- Schedule and assign of roles to staff in the Division or program.
- Identify training and development needs and recommends appropriate training.
- Manage staff relations and discipline.

Responsibility 4: Provide capacity building to counties

- Train on developed standards and norms.
- Disseminate standards and norms through use of various avenues and media.
- Coordinate the deployment of interns and other health officials.
- Coordinate the fora for sharing and exchange of information and consensus building on various matters of health
- Ensure the provision of technical assistance and capacity building on health services to both national and county health services.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Equipment (Machinery, Instruments, Tools) Office Furniture, Computer and Accessories Role is responsible and accountable for the safe custody of equipment allocated to it such as office furniture, Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:
The role is responsible for making planning decisions for the team on timelines and performance and for the Division or program on policy implementation and resource allocation.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's degree in a relevant medical field
Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Practitioners and Dentists Board • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks • Membership of a society in area of speciality
Previous relevant work experience required
The role requires 13 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpretation of laws and Regulations • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven

• Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Medical Services (Senior Medical Specialist) - Medical Superintendent - Mathari National Teaching and Referral**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching & Referral Hospital
Reporting Relationships	
Reports to:	Head of National Referral Hospital Unit
Direct reports:	In-Charges at the Facility

Job Purpose

To ensure that the Ministry of Health achieves its mandate through proper management of the Institution.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure the hospital is operating efficiently and to required standards

- Manage mortality at the hospital by holding monthly mortality meetings to deliberate on cases of mortality and how best to maintain low mortality rates.
- Ensure senior management presence and visibility at the hospital by visiting departments at any time, day and night, weekends and on public holidays.
- Manage hospital activities on a day to day basis.
- Chair the Hospital Management Team meetings once every month.
- Define to clients all medical services available in the hospital.
- Ensure that the waiting time for patients to be attended to in any department is in line with the service charter.
- Ensure that customer service levels are to required standards by conducting annual customer satisfaction surveys at the hospital.

- Ensure both internal and external clients get efficient service by automating services using reliable software for information services.
- Ensure that the necessary systems and procedures are in place and the whole sanitation environment at is to required standards so as to improve infection prevention control at the Hospital.

Responsibility 2: Manage personnel at the hospital

- Supervise all Specialists, Medical Officers and Clinical Officers.
- Supervise all Department Heads and ensure that they are meeting set targets and objectives.
- Manage the entire performances management process as scheduled.
- Schedule and allocate responsibilities to immediate subordinates and ensure that all duty rotas are updated and followed.
- Defines the roles of each departmental head and Ward in Charge to ensure that all key areas at the hospital are serviced and managed.
- Chair the Hospital Disciplinary Committee that deals with staff disciplinary issues.
- Ensure the Public Service Commission's Code of Regulations is adhered to by all staff.

Responsibility 3: Ensure professional development at the hospital

- Ensure that the hospital remains a centre of continuous professional development by keeping up to date with current practices as determined by the profession's regulatory bodies.
- Instil the discipline of continuous learning by ensuring that all staff are involved in some relevant educational activity on a regular basis.
- Facilitate staff by ensuring they attend conferences so that they keep abreast of global trends on health and specific areas of practice.
- Facilitate and ensure that weekly case conferences are held at the hospital.

II. Operational Responsibilities

Responsibility 1: Ensure hospital finances are managed effectively

- Execute AIE holder responsibilities as required.
- Chair the Finance and Executive Expenditure Committee.
- Acts as Secretary to the Hospital Management Committee.

Responsibility 2: Plan and budget for the hospital

- Coordinate the formulation of an investment and annual work plan for the hospital.
- Ensure that department's at the Hospital have annual work plans in place that are aligned to the Hospital Investment and Annual work plan.

- Coordinate the budgeting process at the hospital through the Executive Expenditure Committee.
- Approve all procurement at the hospital and ensure that all procurement activities conform to the Procurement and Authority Act.

Responsibility 3: Manage the assets of the institution

- Ensure that the facility's assets are well managed and secured.
- Ensure that there is a preventive maintenance plan for all equipment and vehicles.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management of the budget on recurrent expenditure and a facility improvement and development fund.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of assets for the Hospital such as Hospital equipment, Machinery, Vehicles, Furniture

B. Land

The role is the custodian of the allotment letter for 70 acres of land whilst waiting for the issuance of a Title Deed

C. Records, data, information, confidential information

C. The role is responsible for the safe custody and access to documents such as Confidential files for the Hospital, Disciplinary cases.

D. Any other

N/A

III. Decision Making:

The role makes decisions on policy planning and implementation for the Hospital and as Chair and Secretary to various hospital committees.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital as well as violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Medicine

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioner and Dentist Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 13 years cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Public Health management • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethic • Managerial and administrative • Interpersonal • Financial acumen • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director Medical Services (Senior Medical Specialist) – Facility**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Referral Facility
Reporting Relationships	
Reports to:	Deputy Director of Medical Services
Direct reports:	Assistant Director – Medical Services

Job Purpose

To support the overall mandate of the Ministry by overseeing the management of health systems at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage the facility

- Facilitate performance contracting in the facility.
- Control all resources including finances, infrastructure commodities, human resources and data.
- Organize for the day to day activities in the facility.
- Plan for effective utilization and uptake of facility resources.
- Monitor and evaluate Uptake of resources in a facility.
- Chair and participate in managerial meetings within the facility.
- Develop interventional based activities in their areas of responsibility such as wards.

Responsibility 2: Oversee the management of health systems at the facility.

- Motivate staff through team building, provision of incentives.
- Oversee the performance appraisal of staff.

II. Operational Responsibilities

Responsibility 1: Oversee the management of medical units and wards at an institution

- Carry out counselling of patients and relatives.
- Identify and report status of medicines to all the relevant authorities.
- Facilitate individual inpatient treatment plans as a team leader to ensure effective service delivery in the wards as per standard medical guidelines.
- Manage and initiate patient management on outpatient basis such as HIV clinics and Diabetes clinics.
- Ensure continuity of patient care after discharge from institution by registration and following up.
- Conduct and oversee emergency assessments and resuscitations in the institution.
- Carry out patient reviews and referrals for specialised care.
- Report index cases of medical importance such as gunshot casualties, sexual assault and contagious diseases like Ebola.

Responsibility 2: Perform curative services in the facility

- Examine, investigate and monitor patients in their area of specialization.
- Respond to emergency calls.
- Teaching other professional cadres and non-professional in ward rounds and clinics in their area of speciality.

Responsibility 3: Medical documentation and legal responsibilities in specialist capacity

- Fill medical legal reports and documentation as per their specialization as required.
- Perform medical examinations and document medical reports as per their specialization.
- Participate in medical board proceedings.
- Attend court proceedings to offer professional opinions.
- Fill medical examination reports as per their speciality.

Responsibility 4: Initiate and conduct promotive activities

- Conduct clinical meetings with other medical officers.
- Train other health personnel for purposes of Continuous Medical Education (CME's).
- Ensure that treatment plans are up to date and adhered to as per current medical guidelines.
- Participate in outreach activities.
- Train patients and their families on proper patient management.
- Assess training needs amongst health personnel and forwards the same to supervisor.

Job Dimensions:

I. Financial Responsibility:
The role is an AIE holder.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Safeguards X-rays machine, theatre equipment, ward equipment, computers and office furniture. B. Land N/A C. Records, data, information, confidential information Safeguards court sermons. D. Any other N/A
III. Decision Making:
The role makes decisions for the facility in terms of planning and allocation of duties, allocation of resources, timelines and policy implementation.
IV. Working Conditions:
Physical challenges Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients Frequency: Daily **Working at non-standard hours** Nature: Night shift and on-call Frequency: Adhoc **Out of station travelling** Nature: Training and out of station medical coverage Frequency: Adhoc
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's in any relevant medical field.
Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Practitioners and Dentists Board • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required





The role requires 13 year(s) of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Public Health management • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethic • Managerial and administrative • Interpersonal • Financial acumen • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director of Medical Services - Headquarters**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director of Medical Services
Direct reports:	Assistant Director of Medical Services

Job Purpose

To ensure that the Ministry achieves its mandate by supporting the coordination and strengthening the Ministry's regulatory role and the health legislative framework.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate and review of health sector laws

- Coordinate the formulation of Heath Sector Laws and policies with the participation of relevant stakeholders.
- Identify required legislation based on pattern of diseases or service gaps in the sector.
- Coordinate the review of health sector laws to ensure relevance with what is happening on the ground.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and budget for resources in the Division/ unit/ program

- Develop annual work plan for the Division/unit/program by involving the necessary stakeholders.
- Participate in the strategic planning process for the Ministry.
- Ensure the implementation of the annual work plan in line with timelines and budget.
- Formulate budget for the Division/unit/program in line with the work plan.
- Report periodically on Divisional/unit/program work plan implementation.

Responsibility 2: Manage stakeholders for the health sector

- Map stakeholders for health sector formulation and support.
- Ensure that there is advocacy for different policies and regulations for the sector.
- Coordinate various stakeholders for improved service delivery.
- Represent the Ministry in various fora on matters of health.
- Coordinate research on emerging and re-emerging diseases in the health sector.

Responsibility 3: Manage personnel for the Division/ unit

- Manage the performance contracting process for the Division.
- Schedule and assign of roles to staff in the Division.
- Identify training and development needs and recommends appropriate training.
- Manage staff relations and discipline.

Responsibility 4: Provide capacity building to counties

- Train on developed standards and norms.
- Disseminate standards and norms through use of various avenues and media.
- Coordinate the deployment of interns and other health officials.
- Coordinate the fora for sharing and exchange of information and consensus building on various matters of health
- Ensure the provision of technical assistance and capacity building on health services to both national and county health services.

III. Operational Responsibilities
N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Equipment (Machinery, Instruments, Tools) Office Furniture, Computer and Accessories Role is responsible and accountable for the safe custody of equipment allocated to it such as office furniture, Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the team on timelines and performance and for the Division/program on policy implementation and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant medical field

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Membership of a society in area of speciality

Previous relevant work experience required

The role requires 10 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpretation of laws and Regulations • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director of Medical Services /Medical Specialist II – (Medical Superintendent – National Spinal Injury)**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Head of National Referral Hospital Unit
Direct reports:	In-Charges at the Facility
Job Purpose	
To access, plan and implement Spinal Disorder Care services including preventive, curative, promotive, rehabilitative in line with the overall mandate of the Ministry of Health.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage the hospital	

- Oversee the day to day activities of the institution's human resources.
- Chair various hospital committees such as the Hospital Management Committee, the Executive Expenditure Committee and the Hospital Advisory Committee on issues to do with discipline.
- Oversee the performance appraisals of all hospital staff.
- Schedule and allocate duties and responsibilities to the heads of departments in the hospital.
- Identify training needs and skills gaps in the hospital and recommend to Ministerial Training Committee.
- Coordinate the development of annual work plans, strategic plans and budgeting
- Ensure availability of Standard Operating Procedures (SOPS) for various departments as per Ministry guidelines.
- Ensure that various heads of departments run continuous professional development sessions weekly to improve on skills and knowledge.
- Manage the hospital supplies, equipment and assets to ensure smooth provision of service delivery.
- Manage the institution's finances in terms of coordination, collection, banking and presentation to the hospital committee for use.

Responsibility 2: Coordinate Public Private Partnerships (PPP) for various hospital developments

- Coordinate external stakeholders for PPP on needs that are not catered for by Government funding.
- Mobilise resources from various stakeholders for funding.
- Coordinate Corporate Social Responsibilities activities for the gaps in the hospital.

Responsibility 3: Formulate and review of the institution's policies, guidelines and strategy

- Coordinate the review of policy, guidelines and strategy of spinal health care in the Country to identify emerging trends of treatment modalities.
- Formulate guidelines and policy on current spinal treatment for the Country.
- Advise relevant stakeholders on the implementation of current spinal treatment modalities.

II. Operational Responsibilities

Responsibility 1: Head of the orthopaedic spinal department

- Conduct special orthopaedic clinics at the hospital for the community.

- Carry out ward rounds twice weekly to ensure effective service delivery to spine patients.
- Conduct orthopaedic spine surgical operations on patients.
- Coordinate resettlement of patients back to community.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management of the Institution's funds such as recurrent expenditure budget a Facility Improvement Fund and a Development Fund.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of assets such as Hospital equipment, machinery, vehicles, office furniture and fittings, computer and accessories this equipment

B. Land

keeps safe custody of these records

C. Records, data, information, confidential information

The role is responsible for the safe custody of information such as medico-legal issues records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of scheduling and allocating duties, policy implementation, and timelines, budget and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital as well as violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters level in Orthopaedic surgery (M.MED Orthopaedics) from recognized university Strategic leadership and development program lasting not less than six (6) weeks
Professional Qualifications / Membership to professional bodies
• Member Kenya Orthopaedic Organization • Registered by Kenya Medical Practitioners and Dentist Board • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 10 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Managerial and administrative • Interpersonal • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director Medical Services (Medical Specialist II) - Facility**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Referral Facility
Reporting Relationships	
Reports to:	Deputy Director of Medical Services
Direct reports:	Assistant Director – Medical Services

Job Purpose

To support the overall mandate of the Ministry by overseeing the management of health systems at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage the facility

- Facilitate performance contracting in the facility.
- Control all resources including finances, infrastructure commodities, human resources and data.
- Organize for the day to day activities in the facility.
- Plan for effective utilization and uptake of facility resources.
- Monitor and evaluate Uptake of resources in a facility.
- Chair and participate in managerial meetings within the facility.
- Develop interventional based activities in their areas of responsibility such as wards.

Responsibility 2: Oversee the management of health systems at the facility.

- Motivate staff through team building, provision of incentives.
- Oversee the performance appraisal of staff.

II. Operational Responsibilities

Responsibility 1: Oversee the management of medical units and wards at an institution

- Carry out counselling of patients and relatives.
- Identify and report status of medicines to all the relevant authorities.
- Facilitate individual inpatient treatment plans as a team leader to ensure effective service delivery in the wards as per standard medical guidelines.
- Manage and initiate patient management on outpatient basis such as HIV clinics and Diabetes clinics.
- Ensure continuity of patient care after discharge from institution by registration and following up.
- Conduct and oversee emergency assessments and resuscitations in the institution.
- Carry out patient reviews and referrals for specialised care.
- Report index cases of medical importance such as gunshot casualties, sexual assault and contagious diseases like Ebola.

Responsibility 2: Perform curative services in the facility

- Examine, investigate and monitor patients in their area of specialization.
- Respond to emergency calls.
- Teaching other professional cadres and non-professional in ward rounds and clinics in their area of speciality.

Responsibility 3: Medical documentation and legal responsibilities in specialist capacity

- Fill medical legal reports and documentation as per their specialization as required.
- Perform medical examinations and document medical reports as per their specialization.
- Participate in medical board proceedings.
- Attend court proceedings to offer professional opinions.
- Fill medical examination reports as per their speciality.

Responsibility 4: Initiate and conduct promotive activities

- Conduct clinical meetings with other medical officers.
- Train other health personnel for purposes of Continuous Medical Education (CME's).
- Ensure that treatment plans are up to date and adhered to as per current medical guidelines.
- Participate in outreach activities.
- Train patients and their families on proper patient management.
- Assess training needs amongst health personnel and forwards the same to supervisor.

Job Dimensions:

I. Financial Responsibility:
The role is an AIE holder.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Safeguards X-rays machine, theatre equipment, ward equipment, computers and office furniture. B. Land N/A C. Records, data, information, confidential information Safeguards court sermons. D. Any other N/A
III. Decision Making:
The role makes decisions for facility in terms of planning and allocation of duties, timelines and resource allocation.
IV. Working Conditions:
Physical challenges Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients Frequency: Daily **Working at non-standard hours** Nature: Night shift and on-call Frequency: Adhoc **Out of station travelling** Nature: Training and out of station medical coverage Frequency: Adhoc
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's in any relevant medical field.
Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Practitioners and Dentists Board • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required

The role requires 10 year(s) of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the laws and regulations guiding the medical profession • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Emotional Intelligence	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director of Medical Services – Headquarters**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director of Medical Services
Direct reports:	Senior Medical Services
Job Purpose	
To ensure that the Ministry achieves its mandate by supporting the coordination and strengthening the Ministry's regulatory role and the health legislative framework (An officer at this level can be deployed to a division/unit/program)	
Key Responsibilities / Duties	
II. Policy Responsibilities	
Responsibility 1: Formulate and review of health sector laws • Coordinate the formulation of Heath Sector Laws and policies with the participation of relevant stakeholders. • Identify required legislation based on pattern of diseases or service gaps in the sector. • Coordinate the review of health sector laws to ensure relevance with what is happening on the ground.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan and budget for resources in the Division/Unit or Program • Develop annual work plan for the Division by involving the necessary stakeholders. • Participate in the strategic planning process for the Ministry. • Ensure the implementation of the annual work plan in line with timelines and budget. • Formulate budget for the Division/unit in line with the work plan. • Report periodically on Divisional/unit work plan implementation. **Responsibility 2: Manage stakeholders for the health sector** • Map stakeholders for health sector formulation and support.	

- Ensure that there is advocacy for different policies and regulations for the sector.
- Coordinate various stakeholders for improved service delivery.
- Represent the Ministry in various fora on matters of health.
- Coordinate research on emerging and re-emerging diseases in the health sector.

Responsibility 3: Manage personnel for the Division/ unit or program

- Manage the performance contracting process for the Division.
- Schedule and assign of roles to staff in the Division.
- Identify training and development needs and recommends appropriate training.
- Manage staff relations and discipline.

Responsibility 4: Provide capacity building to counties

- Train on developed standards and norms.
- Disseminate standards and norms through use of various avenues and media.
- Coordinate the deployment of interns and other health officials.
- Coordinate the fora for sharing and exchange of information and consensus building on various matters of health
- Ensure the provision of technical assistance and capacity building on curative/ rehabilitative services to both national and county health services.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Equipment (Machinery, Instruments, Tools) Office Furniture, Computer and Accessories Role is responsible and accountable for the safe custody of equipment allocated to it such as office furniture, Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the team on timelines and performance and for the Division/unit or program on policy implementation and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant medical field

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Membership of a society in area of speciality

Previous relevant work experience required

The role requires 7 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpretation of laws and Regulations • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven

• Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director of Medical Services (Chief Government Pathologist)**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Forensic and Pathology Services
Section / Unit:	N/A
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Head of Curative and Rehabilitative Health Services Department
Direct reports:	Heads of Units

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing efficient and effective forensic and pathology services.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate policies related to areas of services

- Carry out literature review on best practices for purposes of developing policies.
- Identify key stakeholders to assist in the development of policies
- Liaise with stakeholders and draft policies on specific areas of specialisation

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Facilitate capacity building and technical assistance

- Train stakeholders in forensic services.
- Plan and coordinate local and international conferences in forensic services.
- Coordinate workshops in developing technical manuals and curriculum on forensics.
- Train morticians on biosafety.

Responsibility 2: Coordinate medicolegal services

- Coordinate and organise meetings with stakeholders to strengthen medicolegal and forensic services.
- Coordinate Inter- ministerial meetings of forensic and medicolegal services to ensure seamless provision of services.

- Coordinate stakeholders on resource mobilisation for strengthening of medicolegal and forensic services.
- Participate and links up with international forensic medicine bodies and attends conferences.

Responsibility 3: Plan and budget for the division

- Participate in the strategic planning process for the Ministry.
- Develops annual work plans for the Division.
- Monitors and ensures the effective implementation of work plans.
- Develop budget for the Division in line with guidelines provided by Finance.
- Review annual work plans and facilitate taking of corrective action.

Responsibility 4: Manage the Division's personnel

- Manage the performance contracting and appraisal process.
- Schedule and allocate responsibilities to staff in the Division.
- Identify training and development needs for staff and recommend relevant intervention

III. Operational Responsibilities

Responsibility 1: Provide post mortem services

- Perform post mortems and extraction of specimen for analysis where needed in line with international standards.
- Compile post mortem reports and appear in court as an expert witness when required.
- Attend crime scenes including scenes for mass casualty disasters so as to guide on offering of post mortem services.
- Ensures that relevant data on causes of death is correctly captured and stored.

Responsibility 2: Coordinate forensic services during mass casualty disasters

- Coordinate the management scenes of mass casualty disasters with other stakeholders.
- Photograph, map, and supervise dead body packaging and transportation from the scene.
- Manage the Disaster Victim Identification (DVI) exercise.
- Coordinate post mortems and court appearances.

Responsibility 3: Coordination of medicolegal examination of the dead

- Examine victims and suspects of assault.
- Examine victims and suspects in sexual assault and gender based violence.
- Collect and package specimen for analysis.
- Fill P3 and Post Rape Care forms for use by relevant authorities.

Responsibility 4: Provide referral services

- Provide specialised forensic services including examination of skeletonised remains.
- Collect, process, analyse and reports specimen for microscopic analysis (histology).
- Perform exhumation of buried bodies when there is a dispute.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE) managing a budget of approximately KES 9 million, and is responsible for prudent management of budget on operational expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of assets allocated to it such as Office Furniture, Computer, Accessories and Laboratory equipment and machinery.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for safe custody and access to records and information such as Autopsy records, data on causes of death

D. Any other

N/A

III. Decision Making:

The role makes decisions on the Division in policy implementation, resource allocation and timelines for the team.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections while performing post-mortems, dangers at the scene of crime

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours and night shifts

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station to perform autopsies, seminars and conferences

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Pathology
Professional Qualifications / Membership to professional bodies
• Member of the Kenyan Medical Practitioners and Dentists Board • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires seven (7) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Histology • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Department			

Job Title:	**Assistant Director Medical Services - Facility**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	
Location / Work station:	National Referral Facility
Reporting Relationships	
Reports to:	Senior Assistant Director of Medical Services
Direct reports:	Senior Medical Officer

Job Purpose

To support the overall mandate of the Ministry by facilitating health delivery and promotion in both clinical and non-clinical areas in a health institution.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide administrative services

- Prepare duty rotas.
- Attend and participate in managerial meetings within the facility.
- In charge of signing of internship logbooks.

II. Operational Responsibilities

Responsibility 1: Manage medical units and wards at an institution

- Carry out counselling of patients and relatives.
- Identify and report status of medicines to all the relevant authorities.
- Coordinate individual inpatient treatment plans as a team leader to ensure effective service delivery in the wards as per standard medical guidelines.
- Manage and initiate patient management on outpatient basis such as HIV clinics and Diabetes clinics.
- Ensure continuity of patient care after discharge from institution by registration and following up.

- Conduct and oversee emergency assessments and resuscitations in the institution.
- Carry out patient reviews and referrals for specialised care.
- Report index cases of medical importance such as gunshot casualties, sexual assault and contagious diseases like Ebola.

Responsibility 2: Perform curative services in the facility

- Examine, investigate and monitor patients.
- Respond to emergency calls.
- Carry out major ward rounds.
- Carry out operative and anatomical minor surgical procedures such incision and drainage, wound debridement, suturing of wounds and post mortems
- Assists the specialist surgeon during major surgical procedures

Responsibility 3: Medical documentation and legal responsibilities

- Fill medical legal reports and documentation.
- Perform medical examinations and document medical reports.
- Participate in medical board proceedings.
- Fill in P3 forms.
- Attend court proceedings as a witness.
- Fill medical examination reports.

Responsibility 4: Initiate and conduct promotive activities

- Conduct clinical meetings with other medical officers.
- Train other health personnel for purposes of Continuous Medical Education (CME's).
- Ensure that treatment plans are up to date and adhered to as per current medical guidelines.
- Participate in outreach activities.
- Train patients and their families on proper patient management.
- Assess training needs amongst health personnel and forwards the same to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards X-rays machine, theatre equipment, ward equipment, computers and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards court sermons.

D. Any other

N/A

III. Decision Making:

The role makes decisions for department in terms of planning and allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shift and on-call

Frequency: Adhoc

Out of station travelling

Nature: Training and out of station medical coverage

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's in any relevant medical field.

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 7 year(s) of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Knowledge of the laws and regulations guiding the medical profession • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Emotional Intelligence	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	
Location / Work station:	National Referral Facility
Reporting Relationships	
Reports to:	Assistant Director of Medical Services
Direct reports:	Medical Officer

Job Purpose

To support the overall mandate of the Ministry by facilitating health delivery and promotion in both clinical and non-clinical areas in a health institution.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Chair hospital committees

- Chair the quality control committee at the institution.
- Chair the infection prevention and control committee

II. Operational Responsibilities

Responsibility 1: Manage medical units and wards at an institution

- Coordinate individual inpatient treatment plans as a team leader to ensure effective service delivery in the wards as per standard medical guidelines.
- Manage and initiate patient management on outpatient basis such as HIV clinics and Diabetes clinics.
- Ensure continuity of patient care after discharge from institution by registration and following up.
- Conduct and oversee emergency assessments and resuscitations in the institution.
- Carry out patient reviews and referrals for specialised care.
- Report index cases of medical importance such as gun shot casualties, sexual assault and contagious diseases like ebola

Responsibility 2: Conduct major and minor surgical procedures

- Carry out operative and anatomical minor surgical procedures such incision and drainage, wound debridement, suturing of wounds and post mortems
- Assists the specialist surgeon during major surgical procedures

Responsibility 3: Medical documentation and legal responsibilities

- Perform medical examinations and document medical reports
- Participate in medical board proceedings
- Fill in P3 forms
- Attend court proceedings as a witness

Responsibility 4: Provide both formal and informal training to health personnel and patients

- Train other health personnel for purposes of Continuous Medical Education (CME's).
- Ensure that treatment plans are up to date and adhered to as per current medical guidelines.
- Train patients and their families on proper patient management.
- Assess training needs amongst health personnel and forwards the same to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Laboratory equipment, theatre equipment and ward equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shift and on-call

Frequency: Adhoc

Out of station travelling

Nature: Training and out of station medical coverage

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Medicine and Bachelor of Surgery

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 4 year(s) of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the laws and regulations guiding the medical profession • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Emotional Intelligence	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Medical Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Referral Facilities
Reporting Relationships	
Reports to:	Senior Medical Officer
Direct reports:	Medical Intern (This applies to facilities in the counties)
Job Purpose	
To ensure achievement of the overall mandate of the Ministry by facilitating health delivery and promotion in both clinical and non-clinical areas in a health institution.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Chair hospital committees • Chair the quality control committee at the institution. • Chair the infection prevention and control committee	
II. Operational Responsibilities	
Responsibility 1: Manage medical units and wards at an institution • Coordinate individual inpatient treatment plans as a team leader to ensure effective service delivery in the wards as per standard medical guidelines. • Manage and initiate patient management on outpatient basis such as HIV clinics and Diabetes clinics. • Ensure continuity of patient care after discharge from institution by registration and following up. • Conduct and oversee emergency assessments and resuscitations in the institution. • Carry out patient reviews and referrals for specialised care. • Report index cases of medical importance such as gun shot casualties, sexual assault and contagious diseases like ebola **Responsibility 2: Conduct major and minor surgical procedures**	

- Carry out operative and anatomical minor surgical procedures such incision and drainage, wound debridement, suturing of wounds and post mortems
- Assists the specialist surgeon during major surgical procedures

Responsibility 3: Medical documentation and legal responsibilities

- Perform medical examinations and document medical reports
- Participate in medical board proceedings
- Fill in P3 forms
- Attend court proceedings as a witness

Responsibility 4: Provide both formal and informal training to health personnel and patients

- Train other health personnel for purposes of Continuous Medical Education (CME's).
- Ensure that treatment plans are up to date and adhered to as per current medical guidelines.
- Train patients and their families on proper patient management.
- Assess training needs amongst health personnel and forwards the same to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspect.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

Court summons

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shift and on-call

Frequency: Adhoc

Out of station travelling

Nature: Training and out of station medical coverage

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Medicine and Bachelor of Surgery

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Practitioners and Dentists Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 1 year of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of 1 year.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the laws and regulations guiding the medical profession • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Emotional Intelligence	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Medical Officer (Intern)**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Services
Division:	
Section / Unit:	
Location / Work station:	
Reporting Relationships	
Reports to:	Senior Medical Officer
Direct reports:	N/A

Job Purpose

To support the overall mandate of the Ministry by facilitating health delivery and promotion in both clinical and non-clinical areas in a health institution.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Conduct major and minor surgical procedures

- Carry out minor surgical procedures such incision and drainage, wound debridement and suturing of wounds.
- Assists the specialists such as gynaecologists, paediatricians during major surgical procedures.
- Participates in offering emergency first aid to both inpatient and outpatient.
- Carry out health promotion and education
- Carry out disaster management and preparedness under the supervision of their seniors

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Health hazards such as airborne hazards and physical hazards as well as exposure to violence from patients, physical exhaustion due to long working hours

Frequency: Daily

Working at non-standard hours

Nature: Night shift and on-call in the facility

Frequency: Adhoc

Out of station travelling

Nature: Training

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Medicine or Bachelor of Surgery

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the laws and regulations guiding the medical profession • Interpersonal • Policy implementation • Oral/written communication	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity

• Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Emotional intelligence	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Director of Clinical Services**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Curative and Rehabilitative Health Services
Direct reports:	Deputy Director Clinical services/ Executive Officer Clinical Officers Council

Job Purpose

To assist the Ministry of Health achieve its overall mandate by formulating, developing, implementing and reviewing clinical services policies, procedure, standards and guidelines.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate, develop, implement and review policies, standards and guidelines for clinical services

- Ensure that existing policies, standards, guidelines for clinical services have been reviewed to identify existing gaps and revise accordingly.
- Develop and formulate clinical services specific standard, policies and guidelines such as Code of Professional Conduct, disciplinary procedures for clinical services officers and medico-legal guidelines.
- Review and set standards for practice and training
- Mobilise resources from development partners for funding of specific programmes and training.
- Ensure effective dissemination and capacity building of clinical personnel in the national and county government.
- Oversee the monitoring and evaluation of clinical services in both private and public facilities to ensure adherence to clinical practice standards.

- Oversee development and review of referral systems and guidelines in liaison with other stakeholders.

Responsibility 2: Set standards, ethics and quality assurance systems in the provision of clinical services

- Set standards through training and curriculum review at both diploma, graduate and postgraduate programmes.
- Ensure quality assurance in clinical practice through implementation of Continued Professional Development (CPD) and assessment of students for registration and licensure for practice.
- Develop and review inspection tools for clinical medicine training institutions and participates in supervision of training institutions.
- Organise and/or participate in inspection of facilities for provision of quality service in both private and public sector.
- Participate in development of essential medicines list and rational use of drugs as a Member of the National Medicines and Therapeutic Committee (NMTC).
- Oversee national initiatives on provision and access to clinical services by all.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure provision of clinical and family health care services in health institutions and communities

- Develop concepts and programmes on family medicine for use in institutions and communities.
- Coordinate capacity building of primary health care clinicians on family medicine.
- Coordinate monitoring and evaluation of family health medicine.
- Develop concepts and promotion of wellness clinics at the workplace

Responsibility 2: Facilitate research and innovation on critical health issues and emerging trends

- Coordinate literature review on epidemiological mobility and mortality of disease pattern.
- Initiate training of skills gaps on emerging issues as per service need of the country.
- Participate in curriculum development in collaboration with training institutions.
- Provide technical guidance to research proposals on specific disease conditions and disseminate findings.

Responsibility 3: Provide technical guidance

- Provide clinical services technical guidance to counties, training institutions and private sector.
- Provide technical guidance to regulatory bodies on clinical practice and standards.

Responsibility 4: Registrar of the Clinical Officers Council

- Implement the clinical officers (training, registration and licensing) Act Cap 260.
- Oversee the administration of the Clinical Officers Council.
- Coordinate the functions of the various committees of the Council.
- Supervise the administration of Council exams to students.
- Coordinate and undertake supervision/ surveillance of training colleges to ensure standards of training.
- Coordinate and undertake supervision/ surveillance of clinical practice standards ensure standards of training.

III. Operational Responsibilities

Responsibility 1: Heads the clinical services unit

- Carry out performance appraisal of subordinate officers.
- Schedule and allocates duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit and forwards to the ministerial training team for approval.
- Supervise clinical services students and interns in institutions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe keeping and general custodianship of office equipment assigned to it, these include Computers, Laptop and accessories, office furniture and fittings, vehicle

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of registers of clinical officers, records on professional malpractice/ discipline

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit and team in terms of implementation of general clinical practice policies, performance contracting, timelines and allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences, supervision and monitoring and evaluation

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master degree in Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management.

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required





The role requires 21 years' of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Resource management • Coaching/ managing performance • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • High standards of professional ethics	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Clinical Services**
Job Group:	R
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Clinical Services
Direct reports:	Deputy Director Clinical Services
Job Purpose	
To formulate, develop, implement and review clinical services policies, procedures, standards and guidelines to assist the Ministry of Health achieve its overall mandate.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate, develop, implement and review policies, standards and guidelines for clinical services • Ensure that existing policies, standards, guidelines for clinical services have been reviewed to identify existing gaps and revise accordingly.	

- Develop and formulate clinical services specific standard, policies and guidelines such as Code of Professional Conduct, disciplinary procedures for clinical services officers and medico-legal guidelines.
- Mobilise resources from development partners for funding of specific programmes and training.
- Ensure effective dissemination and capacity building of clinical personnel in the national and county government.
- Oversee the monitoring and evaluation of clinical services in both private and public facilities to ensure adherence to clinical practice standards.
- Oversee development and review of referral systems and guidelines in liaison with other stakeholders.

Responsibility 2: Set standards, ethics and quality assurance systems in the provision of clinical services

- Set standards through training and curriculum review at both diploma, graduate and postgraduate programmes.
- Ensure quality assurance in clinical practice through implementation of Continued Professional Development (CPD) and assessment of students for registration and licensure for practice.
- Develop and review inspection tools for clinical medicine training institutions and participates in supervision of training institutions.
- Organise and/or participate in inspection of facilities for provision of quality service in both private and public sector.
- Participate in development of essential medicines list and rational use of drugs as a Member of the National Medicines and Therapeutic Committee (NMTC) and participates.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure provision of clinical and family health care services in health institutions and communities

- Develop concepts and programmes on family medicine for use in institutions and communities.
- Coordinate capacity building of primary health care clinicians on family medicine.
- Coordinate monitoring and evaluation of family health medicine.

Responsibility 2: Facilitate research and innovation on critical health issues and emerging trends

- Coordinate literature review on epidemiological mobility and mortality of disease pattern.
- Initiate training of skills gaps on emerging issues as per service need of the country.
- Participate in curriculum development in collaboration with training institutions.
- Provide technical guidance to research proposals on specific disease conditions and disseminate findings.

Responsibility 3: Provide technical guidance

- Provide clinical services technical guidance to counties, training institutions and private sector.
- Provide technical guidance to regulatory bodies on clinical practice and standards.

Responsibility 4: Clinical Officers Council

- Implement the clinical officers (training, registration and licensing) Act Cap 260.
- Oversee the administration of the Clinical Officers Council.
- Coordinate the functions of the various committees of the Council.
- Supervise the administration of Council exams to students.
- Coordinate and undertake supervision/ surveillance of training colleges to ensure standards of training.

III. Operational Responsibilities / Duties

Responsibility 1: Deputy Head of the clinical services unit

- Carry out performance appraisal of subordinate officers.
- Schedule and allocates duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit and forwards to the ministerial training team for approval.
- Supervise clinical services students and interns in institutions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe keeping and general custodianship of office equipment assigned to it, these include desktop computer, laptop and electronic accessories, office furniture and fittings

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of deployment data and staff establishment of clinical officers

D. Any other

N/A

III. Decision Making:

The role makes decisions for self and team in terms of implementation of policies, performance contracting, timelines and allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: Exposure to accidents, hazards and violence

Frequency: N/A

Working at non-standard hours

Nature: To attend emergency meetings

Frequency: Ad hoc

Out of station travelling

Nature: Meetings and conferences, supervision and monitoring and evaluation

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master degree in Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Disaster Management or any other health related discipline from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

• Certificate in Computer Applications
Previous relevant work experience required
The role requires 21 years' of cumulative relevant experience one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Communicating effectively • Planning and organizing • Resource management • Technical competence • Project planning and management • Problem Solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Computer literacy • Visionary	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director of Clinical Services**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location / Work station:	Headquarters/ Head of Sub-county Clinical services & Member of Sub-county Health Management Team
Reporting Relationships	
Reports to:	Deputy Director Clinical services
Direct reports:	Assistant Director of Clinical Services, Principal Registered Clinical Officer I
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by formulating, developing, implementing and reviewing clinical services policies, procedure, standards and guidelines.	

Key Responsibilities / Duties
I. Policy Responsibilities
Responsibility 1: Assist in Formulating, developing , implementing and reviewing policies, standards and guidelines for clinical services • Ensure that existing policies, standards, guidelines for clinical services have been reviewed to identify existing gaps and revise accordingly. • Develop and formulate clinical services specific standard, policies and guidelines such as Code of Professional Conduct, disciplinary procedures for clinical services officers and medico-legal guidelines. • Mobilise resources from development partners for funding of specific programmes and training. • Ensure effective dissemination and capacity building of clinical personnel in the national and county government. • Oversee the monitoring and evaluation of clinical services in both private and public facilities to ensure adherence to clinical practice standards. • Oversee development and review of referral systems and guidelines in liaison with other stakeholders. **Responsibility 2: Assist in Setting standards, ethics and quality assurance systems in the provision of clinical services** • Set standards through training and curriculum review at both diploma, graduate and postgraduate programmes. • Ensure quality assurance in clinical practice through implementation of Continued Professional Development (CPD) and assessment of students for registration and licensure for practice. • Develop and review inspection tools for clinical medicine training institutions and participates in supervision of training institutions. • Organise and/or participate in inspection of facilities for provision of quality service in both private and public sector. • Participate in development of essential medicines list and rational use of drugs as a Member of the National Medicines and Therapeutic Committee (NMTC) and participates.
II. Managerial/ Supervisory Responsibilities

Responsibility 1: Assist in Ensuring provision of clinical and family health care services in health institutions and communities

- Develop concepts and programmes on family medicine for use in institutions and communities.
- Coordinate capacity building of primary health care clinicians on family medicine.
- Coordinate monitoring and evaluation of family health medicine.

Responsibility 2: Involved in Facilitating research and innovation on critical health issues and emerging trends

- Coordinate literature review on epidemiological mobility and mortality of disease pattern.
- Initiate training of skills gaps on emerging issues as per service need of the country.
- Participate in curriculum development in collaboration with training institutions.
- Provide technical guidance to research proposals on specific disease conditions and disseminate findings.

Responsibility 3: Assist in Providing technical guidance

- Provide clinical services technical guidance to counties, training institutions and private sector.
- Provide technical guidance to regulatory bodies on clinical practice and standards.

Responsibility 4: Clinical Officers Council

- Implement the clinical officers (training, registration and licensing) Act Cap 260.
- Oversee the administration of the Clinical Officers Council.
- Coordinate the functions of the various committees of the Council.
- Supervise the administration of Council exams to students.
- Coordinate and undertake supervision/ surveillance of training colleges to ensure standards of training.

III. Operational Responsibilities

Responsibility 1: Clinical services unit

- Carry out performance appraisal of subordinate officers.
- Schedule and allocates duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit and forwards to the ministerial training team for approval.
- Supervise clinical services students and interns in institutions.

Job Dimensions:

I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe keeping and general custodianship of office equipment assigned to it, these include Computers, Laptop and accessories, office furniture and fittings, vehicle B. Land N/A C. Records, data, information, confidential information The role is responsible for the safekeeping and general custodianship of registers of clinical officers, records on professional malpractice/ discipline D. Any other N/A
III. Decision Making:
The role assists in making decisions for the unit and team in terms of implementation of general clinical practice policies, performance contracting, timelines and allocation of duties.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings and conferences, supervision and monitoring and evaluation Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master degree in Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management.
Professional Qualifications / Membership to professional bodies
• Registered member of the Clinical Officers Council.





- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 18 years' of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Resource management • Coaching/ managing performance • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • High standards of professional ethics	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Deputy Director Clinical Services**
Job Group:	P
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director Clinical Services
Direct reports:	Principal Clinical Officer

Job Purpose

To assist the Ministry of Health achieve its overall mandate by formulating, developing, implementing and reviewing clinical services policies, procedure, standards and guidelines.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate, develop, implement and review policies, standards, guidelines for clinical services

- Ensure that existing policies, standards, guidelines for clinical services have been reviewed to identify existing gaps and revise accordingly.
- Develop and formulate clinical services specific standard, policies and guidelines such as Code of Professional Conducts, disciplinary procedures for clinical services officers and medico-legal guidelines.
- Mobilise resources from development partners for funding of specific programmes and training.
- Ensure effective dissemination and capacity building of clinical personnel in the national and county government.
- Oversee the monitoring and evaluation of clinical services in both private and public facilities to ensure adherence to clinical practice standards.
- Oversee development and review of referral systems and guidelines in liaison with other stakeholders.

Responsibility 2: Set standards, ethics and quality assurance systems in the provision of clinical services

- Set standards through training and curriculum review at both diploma, graduate and postgraduate programmes.
- Ensure quality assurance in clinical practice through implementation of Continued Professional Development (CPD) and assessment of students for registration and licensure for practice.
- Supervise clinical services at the national and county level through joint efforts.
- Develop and review inspection tools for clinical medicine.
- Plan and coordinate clinical services.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Facilitate research and innovation on critical health issues and emerging trends

- Initiate and conduct research in emerging health trends and ensure implementation of referral strategies at both national and county level.
- Identify the skills mix and trainings for quality service provisions in referral specialised areas.
- Initiate training on skills gaps on emerging issues as per service need of the country.
- Participate in curriculum development in collaboration with training institutions.
- Provide technical guidance to research proposals on specific disease conditions and disseminate findings.

Responsibility 2: Ensure implementation of quality clinical services

- Initiate interventions that can reduce child and paediatric mortality.
- Initiate medical education programmes.
- Initiate and ensure implementation of community health programmes such as school health outreach programs.
- Initiate and ensure implementation of disease surveillance programs.
- Initiate and ensure implementation of disaster preparedness and emergency response.

III. Operational Responsibilities / Duties

Responsibility 1: Day to day administrative management

- Carry out performance appraisal of subordinate officers.
- Schedule duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit.
- Supervise clinical services students and interns in institutions.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe keeping and general custodianship of office equipment assigned to it, these include desktop computer, laptop and electronic accessories, office furniture and fittings B. Land N/A C. Records, data, information, confidential information The role is responsible for the safekeeping and general custodianship of deployment data and staff establishment of clinical officers D. Any other N/A
III. Decision Making:
The role makes decisions for the unit and team in terms of implementation of general clinical practice policies, on performance, timelines and allocation of duties, deployment of clinical officers, and budget proposals for funding.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings and conferences, supervision and monitoring and evaluation Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master degree in Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Or Disaster Management

Professional Qualifications / Membership to professional bodies
• Registered member of the Clinical Officers Council • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks • Certificate in Computer Applications
Previous relevant work experience required
The role requires 18 years' of cumulative relevant experience one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organizing • Resource management • Technical competence • Project planning and management • Problem Solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Clinical Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters & Health Facilities
Reporting Relationships	
Reports to:	Principal Registered Clinical Officer I / Assistant Director Clinical Services
Direct reports:	Chief Clinical Officer

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing and reviewing clinical services policies, procedures, standards and guidelines.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure specialised services on child health care are being provided

- Supervise subordinate officers while performing duties.
- Monitor implementation of child health care.
- Prepare proposals on the support of child health care.
- Advocate for the mobilisation of resources for child health care.

Responsibility 2: Carry out monitoring evaluation of child health care services

- Train health workers on monitoring and evaluation techniques.
- Evaluate the performance of health workers on standard guidelines.
- Supervise implementation of child health care services.

II. Operational Responsibilities

Responsibility 1: Implement clinical service procedures, guidelines and quality assurance in the provision of clinical services

- Take patient history and examines the patient to make appropriate referrals.
- Monitor and counsel patients.
- Treat patients according to treatment plan developed.

Responsibility 2: Provide clinical and family health care in health institutions and communities

- Examine children and make diagnosis in order to develop treatment plan.
- Provide health education to community members.
- Organise outreaches for health services to the community.
- Demonstrate on effective health practices in the community.

Responsibility 3: Implement medico-legal standards and guidelines

- Take history of the patients.
- Determine level of injuries patient has sustained.
- Testify in courts of law on the degree of injury.
- Counsel the patient on injuries sustained.

Responsibility 4: Undertake disease surveillance, control and management

- Interpret the disease patterns and makes graphs.
- Record the disease occurrence and make notifications on the diseases that are epidemic.
- Provide health education to the public.
- Request for logistics in managing epidemic diseases.

Responsibility 5: Undertake research on critical health issues and emerging trends

- Develop questionnaires on health surveys to be issued to respondents.
- Participate in carrying out surveys and documenting relevant reports.
- Participate in the dissemination of survey results to the stakeholders.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines, performance schedules, allocation of duties and allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: Biohazards

Frequency: When at the facility

Working at non-standard hours

Nature: The role works extended hours

Frequency: Weekly

Out of station travelling

Nature: Monitoring and evaluation, capacity building in the counties and supervision

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Degree in Clinical Medicine and Community Health or Health Related Degree with a diploma Clinical Medicine

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Clinical Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	Specialised Clinical Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Clinical Officer
Direct reports:	Senior Clinical Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by ensuring that there are linkages and continuing care across the tiers of health through provision of curative, preventive and promotive health services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide a framework to stakeholders that can support and accelerate ENT services • Establish National and County coordination working groups to support ENT services. • Develops the national strategy and guidelines for ENT services. • Disseminate the developed strategies and guidelines to respective stakeholders. **Responsibility 2: Remove barriers and improve access to ENT health and health care services** • Create awareness targeting health workers, policy makers and the general public. • Eradicate communication barriers by ensuring provision of hearing aids and use of sign language. • Eradicate cultural differences by ensuring provision of health education. **Responsibility 3: Enhance capacity for delivery of ENT health** • Carry out in-service training of health professions on ENT health. • Establish and strengthen ENT health units at County Level 4 hospitals. • Carry out resource mobilisation to aid in effective delivery of ENT health care. **Responsibility 4: Strengthen delivery of hearing technologies and support services**	

- Develop specifications of hearing aids for procurement.
- Establish clearly outlined delivery channels of hearing aids.
- Train staff and end users on hearing aid maintenance.

II. Operational Responsibilities

Responsibility 1: Provide clinical services

- Carry out specialised clinical services.
- Provide promotive and preventive ENT health services.
- Carry out disease surveillance.
- Carry out research on emerging diseases.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for files, correspondences, guidelines and protocol for ENT health

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on timelines, scheduling and allocating duties.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: When at the facility

Working at non-standard hours

Nature: Works on call

Frequency: Daily

Out of station travelling

Nature: Technical assistance to counties and supervision on ENT

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills)	
Academic Qualifications	
Bachelor of Science in Clinical and Surgery or Clinical Medicine and Community Health	
Professional Qualifications / Membership to professional bodies	
• Registered member of the Clinical Officers Council • Certificate in Computer Applications • Certificate in Senior Management Course not lasting less than four (4) weeks	
Previous relevant work experience required	
The role requires 12 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Clinical Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Health facilities/ In charge of Dispensary health services
Reporting Relationships	
Reports to:	Chief Clinical Officer
Direct reports:	Clinical Officer I and II

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing community health care activities in liaison with other health workers.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Implement community health care activities

- Sensitise patients and clients in preventive and promotive health care.
- Take history, examine, diagnose, treat and manage diseases.
- Manage patients both outpatient and inpatient.
- Provide outreach and school health services.
- Offer guidance and counselling to students.

Responsibility 2: Mentor and coach

- Coach intern students on attachment.
- Induct newly qualified staff on codes of ethics.
- Train Community Health Extension Workers.
- Orient newly qualified Clinical Officers on job ethics and integrity matters.
- Schedule and allocate duties to subordinates.
- Carry out performance appraisal for staff.

II. Operational Responsibilities / Duties

Responsibility 1: Carry out minor surgical procedures

- Carry out incisions and drainages.
- Perform any other procedures as per training skills.
- Respond to medical emergencies.
- Carry out disease surveillance activities.

Responsibility 2: Train of facility managers in rural and urban centres

- Organise the running of health facilities daily.
- Organise health management teams.
- Convene health management committee meetings.
- Conduct ward rounds.
- Review patients and make appropriate referrals.

Job Dimensions:

I. Financial Responsibility

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team's timelines and scheduling and allocating duties.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: When at the facility

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: Meetings and capacity building in the counties Frequency: Weekly
Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic Qualifications
Degree in Clinical Medicine and Community Health/ Health related degree with a diploma in clinical medicine
Professional Qualifications / Membership to professional bodies
Registered member of the Clinical Officers Council
Previous relevant work experience required
The role requires 6 years' cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Clinical Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location/ Workstation	Health facilities
Reporting Relationships	
Reports to:	Senior Clinical Officer
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing clinical services policies at the facility.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement community care activities • Take history of patients. • Examine and diagnosepatients. • Treat patients with common ailments. • Initiate the necessary treatment as per the stipulated clinical guidelines. • Carry out minor surgical procedures as per training and skills • Guide and counsel patients **Responsibility 2: Sensitise patients and clients** • Promote preventive health at the facility. • Refer patients and clients to appropriate health facilities. **Responsibility 3: Collect and compile clinical data**	

- Review and analyse clinical data.
- Document and disseminate the data to the relevant stakeholders.

Responsibility 4: Prepare medico-legal reports

- Fill workman's compensation forms for the workers injured at their workplace
- Fill assault forms for the P3 forms.
- Fill violence victims forms e.g. rape victims.

Responsibility 5: Organise health management teams

- Convene health management committee meetings.
- Assist in implementing community healthcare activities.
- Sensitise clients on preventive and promotive health.
- Provide clinical outreaches to the community.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients records and notes

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines, allocating duties and approvals of leave roasters.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases, exposure to violence from patients

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours and nightshifts

Frequency: Weekly

Out of station travelling

Nature: Community outreaches

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Degree in Clinical Medicine and Community Health/ Health related degree with diploma in clinical medicine

Professional Qualifications / Membership to professional bodies

Registered member of the Clinical Officers Council

Previous relevant work experience required

The role requires three (3) years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Clinical Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	N/A
Location/ Workstation	PURES Project – State House
Reporting Relationships	
Reports to:	Senior Clinical Officer
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing clinical services policies at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities / Duties

Responsibility 1: Implement community care activities

- Take history of patients.
- Examine and diagnose the patients.
- Treat patients with common ailments and provide guidance and counselling to patients.

Responsibility 2: Sensitise patients and clients

- Promote preventive health at the facility.
- Carry out minor surgical procedures as per training and skills.
- Refer patients and clients to appropriate health facilities.

Responsibility 3: Collect and compile clinical data

- Review clinical data and analyse clinical data.
- Document and disseminate the data to the relevant stakeholders.

Responsibility 4: Refer patients and clients to appropriate health facilities

- Manage the referral system at the clinic.

• Liaise with the doctors in the emergency team in cases of emergency.
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of office furniture, stationary and desktop computer B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody of files, correspondence and registers. D. Any other N/A
III. Decision Making:
The role is responsible for making for the team in terms of timelines and planning on how to carry out allocated duties in the PURES clinic
IV. Working Conditions:
Physical challenges Nature: Biohazards and communicable diseases Frequency: Daily **Working at non-standard hours** Nature: The role works on call Frequency: Weekly **Out of station travelling** Nature: Accompanying students in the PURES project for trips Frequency: Daily
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelors Degree in Clinical and Surgery or Clinical Medicine and Community Health
Professional Qualifications / Membership to professional bodies
Registered member of the Clinical Officers Council
Previous relevant work experience required

The role is an entry level position.	
Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal relations • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Registered Clinical Officer I**
Job Group:	P
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Department of Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters & Programmes
Reporting Relationships	
Reports to:	Senior Assistant Director Clinical Services
Direct reports:	Principal Registered Clinical Officer II
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by formulating, developing, implementing and reviewing clinical services policies, procedure, standards and guidelines.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: implement and review policies, standards, guidelines for clinical services • Ensure that existing policies, standards, guidelines for clinical services have been reviewed to identify existing gaps and revise accordingly. • Develop and formulate clinical services specific standard, policies and guidelines such as Code of Professional Conducts, disciplinary procedures for clinical services officers and medico-legal guidelines. • Mobilise resources from development partners for funding of specific programmes and training. • Ensure effective dissemination and capacity building of clinical personnel in the national and county government. • Oversee the monitoring and evaluation of clinical services in both private and public facilities to ensure adherence to clinical practice standards.	

- Oversee development and review of referral systems and guidelines in liaison with other stakeholders.

Responsibility 2: Ensures the Implementation of Set standards, ethics and quality assurance systems in the provision of clinical services

- Set standards through training and curriculum review at both diploma, graduate and postgraduate programmes.
- Ensure quality assurance in clinical practice through implementation of Continued Professional Development (CPD) and assessment of students for registration and licensure for practice.
- Supervise clinical services at the national and county level through joint efforts.
- Develop and review inspection tools for clinical medicine.
- Plan and coordinate clinical services.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Facilitate and initiates research and innovation on critical health issues and emerging trends

- Initiate and conduct research in emerging health trends and ensure implementation of referral strategies at both national and county level.
- Identify the skills mix and trainings for quality service provisions in referral specialised areas.
- Initiate training on skills gaps on emerging issues as per service need of the country.
- Participate in curriculum development in collaboration with training institutions.
- Provide technical guidance to research proposals on specific disease conditions and disseminate findings.

Responsibility 2: Ensure implementation of quality clinical services

- Initiate interventions that can reduce child and paediatric mortality.
- Initiate medical education programmes.
- Initiate and ensure implementation of community health programmes such as school health outreach programs.
- Initiate and ensure implementation of disease surveillance programs.
- Initiate and ensure implementation of disaster preparedness and emergency response.

III. Operational Responsibilities / Duties

Responsibility 1: Day to day administrative management

- Carry out performance appraisal of subordinate officers.
- Schedule duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit.
- Supervise clinical services students and interns in institutions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe keeping and general custodianship of office equipment assigned to it, these include desktop computer, laptop and electronic accessories, office furniture and fittings

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of deployment data and staff establishment of clinical officers

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit and team in terms of implementation of general clinical practice policies, on performance, timelines and allocation of duties, deployment of clinical officers, and budget proposals for funding.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences, supervision and monitoring and evaluation

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Master degree in Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Or Disaster Management			
Professional Qualifications / Membership to professional bodies			
• Registered member of the Clinical Officers Council • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks • Certificate in Computer Applications			
Previous relevant work experience required			
The role requires 18 years' of cumulative relevant experience one to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills	**Behavioural Competencies/Attributes**		
• Communicating effectively • Planning and organizing • Resource management • Technical competence • Project planning and management • Problem Solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership		
Approvals			
	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Principal Registered Clinical Officer II**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Registered Clinical Officer I
Direct reports:	Chief Registered Clinical Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing and reviewing clinical services policies, procedures, standards and guidelines.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Ensure specialised services on child health care are being provided • Supervise subordinate officers while performing duties. • Monitor implementation of child health care. • Prepare proposals on the support of child health care. • Advocate for the mobilisation of resources for child health care. **Responsibility 2: Carry out monitoring evaluation of child health care services** • Train health workers on monitoring and evaluation techniques. • Evaluate the performance of health workers on standard guidelines. • Supervise implementation of child health care services.	
II. Operational Responsibilities	
Responsibility 1: Implement clinical service procedures, guidelines and quality assurance in the provision of clinical services • Take patient history and examines the patient to make appropriate referrals. • Monitor and counsel patients. • Treat patients according to treatment plan developed.	

Responsibility 2: Provide clinical and family health care in health institutions and communities

- Examine children and make diagnosis in order to develop treatment plan.
- Provide health education to community members.
- Organise outreaches for health services to the community.
- Demonstrate on effective health practices in the community.

Responsibility 3: Implement medico-legal standards and guidelines

- Take history of the patients.
- Determine level of injuries patient has sustained.
- Testify in courts of law on the degree of injury.
- Counsel the patient on injuries sustained.

Responsibility 4: Undertake disease surveillance, control and management

- Interpret the disease patterns and makes graphs.
- Record the disease occurrence and make notifications on the diseases that are epidemic.
- Provide health education to the public.
- Request for logistics in managing epidemic diseases.

Responsibility 5: Undertake research on critical health issues and emerging trends

- Develop questionnaires on health surveys to be issued to respondents.
- Participate in carrying out surveys and documenting relevant reports.
- Participate in the dissemination of survey results to the stakeholders.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines, performance schedules, allocation of duties and allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: Biohazards

Frequency: When at the facility

Working at non-standard hours

Nature: The role works extended hours

Frequency: Weekly

Out of station travelling

Nature: Monitoring and evaluation, capacity building in the counties and supervision

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Clinical and Surgery or Clinical Medicine and Community Health

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 18 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Registered Clinical Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Registered Clinical Officer II
Direct reports:	Senior Registered Clinical Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by ensuring that there are linkages and continuing care across the tiers of health through provision of curative, preventive and promotive health services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide technical assistance and capacity building to county personnel • Train the trainers and master trainer on clinical services in the Counties. • Develop and review national training materials. • Disseminate national guidelines and standards to all counties. • Capacity build counties to improve on technical competence. **Responsibility 2: Develop community health guidelines and standards** • Organise stakeholders to develop standards for community health. • Oversee the dissemination of standards, guidelines to counties. • Identify and review guidelines that are outdated. • Assist in policy formulation for preventive and promotive health services. **Responsibility 3: Monitor and evaluate community health** • Coordinate community health inter-coordinating agency meetings. • Keep track of commitments made by partners in community health. • Monitor the achievement of actual work plan activities. **Responsibility 4: Mentor and coach**	

- Coach intern students on attachment.
- Induct newly qualified staff on codes of ethics.
- Train Community Health Extension Workers.
- Orient newly qualified clinical officers on job ethics and integrity matters.

Responsibility 5:Coordinate partners

- Map community health partners across the country.
- Prioritise activities in consultation with the partners.
- Convene routine strategic meetings.
- Identify counties without partner support for community health interventions and lobby for support during inter-agency coordinating meetings.

II. Operational Responsibilities / Duties

Responsibility 1: Offer preventive and promotive health services

- Train counties on non-communicable diseases preventions.
- Mobilise resources for community health activities.
- Capacity builds counties on establishment of community units.
- Train end users on safe water and sanitisation.
- Carry out disease surveillance nationally.

Responsibility 2: Execute grants from partners

- Plan and prioritise activities that require funding.
- Report and surrender imprest to relevant stakeholders.
- Review targets against allocated funds and integrate activities/ interventions.

Responsibility 3: Develop internal and external linkages with stakeholders

- Liaise with counties on issues of community unit functionalization.
- Implement community health activities as per AWP.
- Carry out operational researches on good community practices.
- Develop information and communication material.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for database of all community units and coordinators in the country

D. Any other

N/A

III. Decision Making:

The role is responsible for making for teams on HIV issues in the community, health personnel linkages, advocacy and resource mobilisation.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: When at the facility

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation, capacity building in the counties and supervision

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Diploma in Clinical and Surgery or Clinical Medicine and Community Health

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years' relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**

• Policy implementation • Oral/written communication s • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Registered Clinical Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Registered Clinical Officer
Direct reports:	Registered Clinical Officer I

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing community health care activities in liaison with other health workers.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Implement community health care activities

- Sensitise patients and clients in preventive and promotive health care.
- Take history, examine, diagnose, treat and manage diseases.
- Manage patients both outpatient and inpatient.
- Provide outreach and school health services.
- Offer guidance and counselling to students.

Responsibility 2: Mentor and coach

- Coach intern students on attachment.
- Induct newly qualified staff on codes of ethics.
- Train Community Health Extension Workers.
- Orient newly qualified Clinical Officers on job ethics and integrity matters.
- Schedule and allocate duties to subordinates.
- Carry out performance appraisal for staff.

II. Operational Responsibilities / Duties

Responsibility 1: Carry out minor surgical procedures

- Carry out incisions and drainages.

- Perform any other procedures as per training skills.
- Respond to medical emergencies.
- Carry out disease surveillance activities.

Responsibility 2: Train of facility managers in rural and urban centres

- Organise the running of health facilities daily.
- Organise health management teams.
- Convene health management committee meetings.
- Conduct ward rounds.
- Review patients and make appropriate referrals.

Job Dimensions:

I. Financial Responsibility

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team's timelines and scheduling and allocating duties.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: When at the facility

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: Meetings and capacity building in the counties

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills)			
Academic Qualifications			
Diploma in Clinical and Surgery or Clinical Medicine and Community Health			
Professional Qualifications / Membership to professional bodies			
Registered member of the Clinical Officers Council			
Previous relevant work experience required			
The role requires 12 years' cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			

Functional Skills	Behavioural Competencies/Attributes
• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Registered Clinical Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location/ Workstation	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Registered Clinical Officer
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing clinical services policies at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Implement community care activities

- Take history of patients.
- Examine and diagnose patients.
- Treat patients with common ailments.
- Initiate the necessary treatment as per the stipulated clinical guidelines.
- Carry out minor surgical procedures as per training and skills
- Guide and counsel patients

Responsibility 2: Sensitise patients and clients

- Promote preventive health at the facility.
- Refer patients and clients to appropriate health facilities.

Responsibility 3: Collect and compile clinical data

- Review and analyse clinical data.
- Document and disseminate the data to the relevant stakeholders.

Responsibility 4: Prepare medico-legal reports

- Fill workman's compensation forms for the workers injured at their workplace
- Fill assault forms for the P3 forms.
- Fill violence victims forms e.g. rape victims.

Responsibility 5: Organise health management teams

- Convene health management committee meetings.
- Assist in implementing community healthcare activities.
- Sensitise clients on preventive and promotive health.
- Provide clinical outreaches to the community.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients records and notes

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines, allocating duties and approvals of leave roasters.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases, exposure to violence from patients

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours and nightshifts

Frequency: Weekly

Out of station travelling

Nature: Community outreaches

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Clinical and Surgery or Clinical Medicine and Community Health			
Professional Qualifications / Membership to professional bodies			
Registered member of the Clinical Officers Council			
Previous relevant work experience required			
The role requires six (6) years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Registered Clinical Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location/ Workstation	Health facilities
Reporting Relationships	
Reports to:	Registered Clinical Officer I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing clinical services policies at the facility.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Duties	

Responsibility 1: Implement community care activities

- Take history of patients.
- Examine and diagnose the patients.
- Treat patients with common ailments and provide guidance and counselling to patients.

Responsibility 2: Sensitise patients and clients

- Promote preventive health at the facility.
- Carry out minor surgical procedures as per training and skills.
- Refer patients and clients to appropriate health facilities.

Responsibility 3: Collect and compile clinical data

- Review clinical data and analyse clinical data.
- Document and disseminate the data to the relevant stakeholders.

Responsibility 4: Refer patients and clients to appropriate health facilities

- Manage the referral system at the clinic.
- Liaise with the doctors in the emergency team in cases of emergency.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, stationary and desktop computer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of files, correspondence and registers.

D. Any other

N/A

III. Decision Making:

The role is responsible for making for the team in terms of timelines and planning on how to carry out allocated duties in the PURES clinic

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: Daily

Working at non-standard hours

Nature: The role works on call

Frequency: Weekly

Out of station travelling

Nature: Accompanying students in the PURES project for trips

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Clinical and Surgery or Clinical Medicine and Community Health

Professional Qualifications / Membership to professional bodies

Registered member of the Clinical Officers Council

Previous relevant work experience required	
The role requires 3 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal relations • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Registered Clinical Officer III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location/ Workstation	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Registered Clinical Officer I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing clinical services policies at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Implement community care activities

- Take history of patients.
- Examine and diagnose patients.
- Treat patients with common ailments and guide and counsel patients.

Responsibility 2: Sensitise patients and clients

- Promote preventive health at the facility.
- Carry out minor surgical procedures as per training and skills.
- Refer patients and clients to appropriate health facilities.

Responsibility 3: Collect and compile clinical data

- Review and analyse clinical data.
- Document and disseminate the data to the relevant stakeholders.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture and stationary

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work of work in terms of timelines and planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Biohazards and communicable diseases

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours

Frequency: Weekly

Out of station travelling

Nature: Community outreaches

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Clinical and Surgery or Clinical Medicine and Community Health

Professional Qualifications / Membership to professional bodies

- Registered member of the Clinical Officers Council
- Certificate in Computer Applications

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Good communication • Interpersonal relations	• Ability to get on well with a diverse workforce

• Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Plaster Technician/ Senior Orthopaedic Trauma Technician**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services Unit
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Plaster Technician I,II, III/ Orthopaedic Trauma Technician I, II, III
Job Purpose	
To contribute towards the overall achievement of the Ministry's mandate by ensuring that non-operative fractures and deformities/ dislocation of the joints of musculo skeletal system are managed conservatively at the institution.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Conduct closed manipulative reductions of fractures and dislocations in musculo skeletal system • Interpret the radiological images and makes necessary treatment plan. • Carry out manipulative reduction on the fractures and/or dislocations for re-alignment purposes. • Fix and remove casts, slings, splints, bandages where manipulative reduction has been done, diseased bones and soft tissue injury. • Review the patient periodically to assess the healing process. **Responsibility 2: Carry out closed reduction through mechanical tractions of fractures and dislocation**	

- Carry out minor orthopaedic operative techniques like insertion of Steinman's pins for fractures such as femur, tibia and humerus.
- Carry out orthopaedic operative techniques like insertion of skull callipers for fracture/ dislocations of the cervical spine.
- Fix skin tractions on fractures such as femur and backaches.
- Fix skeletal tractions of dislocations on major joints such as the hip joint.
- Remove external fixators from the patients.

Responsibility 3: Correct congenital Talipes Equino – Varus (Clubfoot)

- Carry out manipulation of the deformity.
- Develop a serial casting of the deformity.

Responsibility 4: Assist of the orthopaedic and trauma specialist at the institution

- Manage of simple wounds resulting from orthopaedic trauma conditions.
- Provide orthopaedic and trauma surgical assistance to operating Orthopaedic Surgeon.
- Provide guidance and counselling to patients regarding orthopaedic trauma.
- Ensure that all orthopaedic and trauma cases have been documented.
- Participate in the management of minor orthopaedic trauma emergencies and accidents.
- Assist in creating awareness in the community on orthopaedic conditions such as club foot.

Responsibility 5: Capacity building of the plaster technicians

- Coordinate curriculum development/review with training institutions for purposes of increasing the number of trained plaster technicians and career development.
- Initiate continuous professional development of Orthopaedic Plaster Technicians with the Professional Association nationally through workshops and conferences.

Responsibility 6: Assist in human resource management of Plaster Technicians

- Provide support and guidance in the recruitment of plaster technicians at the national level.
- Carry out performance appraisal of subordinate plaster technicians quarterly.
- Identify training needs for subordinate plaster technicians and forwards to approvers.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of plaster, saws , scissors and electric cutters to aid in removing casts

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients records and files

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning for scheduled and allocated duties and timelines

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: On call and night shifts during emergencies and disasters

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Plaster Technicians Diploma from Kenya Medical Training College or any other approved equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered member of the Kenya Plaster Technician Association

Previous relevant work experience required

The role requires nine (9) years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity

• Target setting • Delivery on work plans • Proactive	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department **HR Representative**			

Job Title:	**Plaster Technician I/ Orthopaedic Trauma Technician I**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Senior Plaster Technician/ Senior Orthopaedic Trauma Technician
Direct reports:	N/A
Job Purpose	
To contribute towards the overall achievement of the Ministry's mandate by ensuring that non-operative fractures and deformities/ dislocation of the joints of musculo skeletal system are managed conservatively at the institution.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Conduct closed manipulative reductions of fractures and dislocations in musculoskeletal system

- Interpret the radiological images and make necessary treatment plan.
- Carry out manipulative reduction on the fractures and/or dislocations for re-alignment purposes.
- Fix and remove casts, slings, splints, bandage where manipulative reduction has been done for diseased bones and soft tissue injury.
- Review the patient periodically to assess the healing process.

Responsibility 2: Carry out closed reduction through mechanical tractions of fractures and dislocation

- Carry out minor orthopaedic operative techniques like insertion of Steinman's pins for fractures of the femur, tibia and the humerus.
- Carry out orthopaedic operative techniques like insertion of skull callipers for fracture/dislocations of the cervical spine.

- Fix skin traction on fractures of the femur and backaches.
- Fix skeletal tractions of dislocations on major joints such as the hip joint.
- Remove external fixators from the patients.

Responsibility 3: Correct congenital Talipes Equino – Varus (Clubfoot)

- Carry out manipulation of the deformity.
- Develop a serial casting of the deformity.

Responsibility 4: Assist of the orthopaedic and trauma specialist at the institution

- Manage simple wounds resulting from orthopaedic trauma conditions.
- Provide orthopaedic and trauma surgical assistance to the operating Orthopaedic Surgeon.
- Provide guidance and counselling to patients regarding orthopaedic trauma.
- Ensure that all orthopaedic and trauma cases have been documented.
- Participate in the management of minor orthopaedic trauma emergencies and accidents.
- Assist in creating awareness in the community on orthopaedic conditions such as club foot.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of plaster, saws , scissors and electric cutters to aid in removing casts

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients records and files

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work of work in terms of planning for scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Plaster Technicians Certificate from Kenya Medical Training College or any other approved equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered member of the Kenya Plaster Technician Association

Previous relevant work experience required

The role requires six (6) years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Plaster Technician II/ Orthopaedic Trauma Technician**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	General Clinical Services
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Senior Plaster Technician/ Senior Orthopaedic Trauma Technician
Direct reports:	N/A
Job Purpose	
To contribute towards the overall achievement of the Ministry's mandate by ensuring that non-operative fractures and deformities/ dislocation of the joints of musculoskeletal system are managed conservatively at the institution.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Conduct closed manipulative reductions of fractures and dislocations in musculoskeletal system • Interpret the radiological images and makes necessary treatment plan. • Carry out manipulative reduction on the fractures and/or dislocations for re-alignment purposes. • Fix and remove casts, slings, splints, bandages where manipulative reduction has been done, diseased bones and soft tissue injury. • Review the patient periodically to assess the healing process. **Responsibility 2: Carry out closed reduction through mechanical tractions of fractures and dislocation** • Carry out minor orthopaedic operative techniques like insertion of Steinman's pins for fractures such as femur, tibia and humerus. • Carry out orthopaedic operative techniques like insertion of skull callipers for fracture/dislocations of the cervical spine.	

- Fix skin tractions on fractures such as femur and backaches.
- Fix skeletal tractions of dislocations on major joints such as the hip joint.
- Remove external fixators from the patients.

Responsibility 3: Correct congenital Talipes Equino – Varus (Clubfoot)

- Carry out manipulation of the deformity.
- Develop a serial casting of the deformity.

Responsibility 4: Assist the Orthopaedic and Trauma Specialist at the institution

- Manage simple wounds resulting from orthopaedic trauma conditions.
- Provide orthopaedic and trauma surgical assistance to operating Orthopaedic Surgeon.
- Provide guidance and counselling to patients regarding orthopaedic trauma.
- Ensure that all orthopaedic and trauma cases have been documented.
- Participate in the management of minor orthopaedic trauma emergencies and accidents.
- Assist in creating awareness in the community on orthopaedic conditions such as club foot

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of plaster, saws , scissors and electric cutters to aid in removing casts

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients records and files

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work of work in terms of planning for scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Plaster Technicians Certificate from Kenya Medical Training College or any other approved equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered member of the Kenya Plaster Technician Association

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Chief Dental Specialist**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Curative and Rehabilitative Health Services
Direct reports:	Chief Community Oral Health Officer
	Senior Dental Specialist
	Chief Dental Technologist
Job Purpose	
To ensure the Ministry of Health achieves its overall mandate by providing leadership and coordination of oral health services in the country through development and implementation of oral health services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Develop, review and oversee implementation of National Oral Health Policy • Oversee and coordinate formulation of oral health policies, guidelines and standards • Ensure continuous review of existing policies, standards and guidelines • Ensure and coordinate research for oral health to identify gaps and for needs assessment • Mobilise resources from partners to fund oral health programmes and projects. • Oversee the dissemination of oral health policies in the facilities nationwide • Coordinate capacity building nationally to utilise policy, guidelines and standards. • Coordinate monitoring and evaluation of policy implementation and services at the facilities nationwide • Oversee the development and review of the oral health strategic plans and annual work plans.	

Responsibility 2: Set standards, ethics and quality assurance in the provision of dental h ealth services

- Participate in the development of curricula for oral health services
- Ensure regular reviews of reporting tool for oral health information system.
- Develop essential oral health commodities and supplies list as a member of the National Medicines and Therapeutic committee.
- Inspect new service delivery facilities and training institutions for oral heath.
- develop and disseminate and review guidelines on scope of practice for oral health pract itioners for correct deployment.
- Oversee the monitoring and evaluation of adherence to oral health policies, guidelines a nd standards

II. Managerial/ Supervisory Responsibilities

Responsibility 1: plan and budget for oral health unit

- Develop and coordinate implementation of annual work plan derived from the oral health unit's strategic plan.
- Mobilize and allocate resources for the unit

Responsibility 2: Ensure the provision of quality oral health services

- Oversee and coordinate performance of the oral health unit and to become ISO complia nt particularly.
- Ensure that there is equity and access to oral health services nationally.
- Ensure and coordinate the participation of stakeholders in oral health.
- Collaborate with other GOK ministries and international organisations in matters pertaini ng to oral health services e.g. Amalgam Phase down initiative.

Responsibility 3: Provide oral health technical guidance and capacity building services t o the Counties

- Participate as key technical advisor in developing regulation and legislation of oral healt h sevices.in national and county institutions
- Provide information for required feedback and update to Parliamentary committee on m atters pertaining to oral health
- Ensure capacity building services to National and County institutions for provision of qua lity oral health services.

III. Operational Responsibilities

Responsibility 1: Head of the Oral Health Unit

- Chairing unit's management meetings.

- Member of the National Medicines and Therapeutics Committee and Chair of the National Essential Medical Supplies List technical working group.
- Member of Ministerial gender mainstreaming committee
- Member of Ministerial legal committee.

Responsibility 2: Coordinate oral health human resource and development

- Carry out appraisal of staff performance in oral health unit.
- Identify raining needs of staff in oral health unit and forward to the Ministerial Technical Training Committee.
- Propose deployment of oral health staff nationally and in facilities

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management of the operations budget for the pharmaceutical services unit.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include personal computers, office furniture and various office stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of relevant policy and other documentation

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit:

- Scheduling and allocating duties
- performance appraisals
- Performance contracting and timelines
- Approval of the utilization of allocated unit funds

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for trainings, meetings, workshops, conferences and seminars locally and internationally

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in a Public Health or Dental Surgery related discipline

Professional Qualifications / Membership to professional bodies

- Registration and Retention by the Kenya Medical Practitioners Dentists Board
- Membership of a recognised Health related Association
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 16 years of relevant cumulative experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Understanding of the global, regional and national development goals, policies and programs and the ability to relate them to the health ministry's mandate • Knowledgeable about government regulations relevant to health • Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Building organisational capability • Policy development • Risk management • Effective communication	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

• Policy and strategy implementation • Strategic people management • Public service focus	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Dental Specialist – Headquarters**
Job Group:	R
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Dental Specialist
Direct reports:	Dental Specialist

Job Purpose

To support the Ministry of Health achieve its overall mandate by formulation of national policies and guidelines on oral health.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Develop national guidelines for standard health care

- Review existing policies on health care to identify gaps.
- Hold technical working sessions with internal and external stakeholders to discuss new policies.
- Develop new policies related to oral health.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provision of dental health services

- Attend to patients having dental problems.
- Attend to patients in need of specialised dental treatment.
- Prepare annual procurement plan for the dental department.
- Coordinate procurement of dental equipment and material.
- Implement national policies and guidelines.

Responsibility 2: Provide capacity building in dental practice

- Mentor and train dental officers and interns.
- Train and mentor Dental Technologist/Interns/ Community Oral Health Interns.
- Coordinate registration of Dental Officers Interns after internship.

- Coordinate deployment of Dental Officers after internship.

Responsibility 3: Develop internal and external linkages with stakeholders

- Liaise with other departments, units and agencies on health issues.
- Prepare concept papers for submission to partners on areas with gaps.

Responsibility 4: Participate in development of national plans and programmes

- Participate in development of policies and standard operating procedures in health care.
- Participate in dissemination of policies and guidelines.
- Participate in monitoring and evaluation of heath care policies.
- Participate in performance contracting in the Ministry.

Responsibility 5: Supervise staff in the unit

- Carry out day to day management of the units activities.
- Carry out performance appraisal of staff.
- Schedule and allocate duties to subordinate officers.
- Identify training needs and submit to ministerial technical team for approval.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, laptop and desktop

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for teams in terms of scheduling of duties, performance appraisal, timelines, resource allocations and dental Policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation, attending meetings and workshops

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters in Dental Surgery/ Public Health or any other related course

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 13 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

• Interpersonal • Financial acumen • Coping with pressure and setbacks • Empowering/delegating • Coaching/mentoring • Managing performance • Computer literacy	• Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Dental Specialist – Facility**
Job Group:	R
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Chief Dental Specialist
Direct reports:	Dental Specialist

Job Purpose

To assist the Ministry of Health achieve its overall mandate by formulation of national policies and guidelines on oral health.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Oversees the day to day management of the dental services unit in the facility and community

- In-charge of the oral health unit and services in the facility
- Prepare annual procurement plan for the dental department.
- Coordinate procurement of dental equipment and material.
- Implement national policies and guidelines in oral health.

Responsibility 2: Provide capacity building in dental practice

- Oversee mentoring and training dental officers and interns.
- Oversee the training and mentoring Dental Technologist/Interns/ Community Oral Health Interns.
- Coordinate registration of Dental Officers Interns after internship.
- Coordinate deployment of Dental Officers after internship.

Responsibility 3: Supervise staff in the unit

- Carry out day to day management of the units activities.
- Carry out performance appraisal of staff.
- Schedule and allocate duties to subordinate officers.

- Identify training needs and submit to ministerial technical team for approval.

III. Operational Responsibilities

Responsibility 1: Carries out dental procedures in the theatre at the facility

- Handles referred dental patients requiring specialised dental treatment.
- Carries out specialised theatre procedures for dental patients.
- Carry out pre-operative, post-operative and operative assessment to maxillofacial patients.
- Identify special equipment and instruments for theatre casts.
- Oversee the preparation of discharge summaries for patients.
- Fill up death certificates for deceased patients where required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, laptop and desktop

B. Land

N/A

C. Records, data, information, confidential information

Patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for teams in terms of scheduling of duties, performance appraisal, timelines, resource allocations and dental Policy implementation.

IV. Working Conditions:

Physical challenges

Nature: Accidents from equipment, fire from dental laboratories, infections from patients

Frequency: When on duty in the facility

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: Monitoring and evaluation, attending meetings and workshops

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters in Dental Surgery/ Public Health or any other related course

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 13 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Interpersonal • Financial acumen • Coping with pressure and setbacks • Empowering/delegating • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Dental Specialist I - Headquarters**
Job Group:	Q
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Dental Specialist
Direct reports:	Dental Specialist II
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by formulation of national policies and guidelines on oral health.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate, develop, implement and review policies, standards, guidelines for oral health services • Review existing policies, standards, guidelines for oral health services to identify existing gaps and revise accordingly. • Develop and formulate oral health services specific standard, policies and guidelines such as Code of Professional Conducts, disciplinary procedures for oral health services officers and medico-legal guidelines. • Disseminate and capacity building of oral health personnel in the national and county government. • Monitor and evaluate clinical services in both private and public facilities to ensure adherence to oral health practice standards. • Develop and review of referral systems and guidelines in liaison with other stakeholders. • Hold technical working sessions with internal and external stakeholders to discuss new policies. • Develop new policies related to oral health.	
II. Managerial/ Supervisory Responsibilities	

Responsibility 1: Develop intervention activities or programs

- Analyse data quarterly to inform decision making.
- Carry out research, monitoring and evaluation of interventions.
- Hold joint planning meetings with partners to develop interventions.
- Conduct capacity building to oral health officers in the Counties.

Responsibility 2: Ensure implementation of quality oral health services

- Plan oral health education programmes.
- Plan and carry out the implementation of community oral health programmes such as school health outreach programs.
- Analyse data and reports to inform disease surveillance programs.

Responsibility 3: Day to Day Managerial Duties

- Carry out performance appraisal of subordinate officers.
- Schedule duties and responsibilities to officers in the unit.
- Identify training needs for officers in the unit.

III. Operational Responsibilities

Responsibility 1: Carry out community interventions

- Develop school health programmes guidelines.
- Mark oral health days for awareness creation.
- Carry out community fluoridation sensitisation.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, laptop and desktop, office stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is a custodian of annual reports, annual work plans, annual budgets and procurement plans

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of scheduling of duties, performance appraisal, timelines, resource allocations, dental Policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, supervision, attending meetings and workshops

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters in Dental Surgery/ Public Health or any other related course

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 10 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result orient and self-driven

• Leading teams • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Dental Specialist I – Facility**
Job Group:	Q
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Senior Dental Specialist
Direct reports:	Dental Specialist II
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementation of national policies and guidelines on oral health.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage the training and development of unit staff • Identify training needs for staff in the Unit in line with results of a needs analysis. • Ensure that the relevant training material is in place or updated as per the requirements of the profession. • Ensure that staff and interns in the unit are trained in line with set objectives and on-job training plan. • Coordinate continuous education of all staff on issues of dental health. **Responsibility 2: Oversee the planning and budgeting process for the unit** • Participate in the five (5) year investment plan for the institution. • Formulate an annual work plan for the unit in line with the overall plan for the institution. • Ensure the dissemination of the unit annual work plan to all staff for them to come up with individual plans. • Review and evaluate unit's work plans bi-annually and taking corrective measures where necessary • Participate in the budgeting process for the department which informs the Institutions overall budget.	

Responsibility 3: Manage the human resource for the unit in the facility

- Ensure that personnel rules and regulations are observed by all staff.
- Ensure the effective management of the entire performance contracting and reviewing process.
- Schedule duties and responsibilities for staff in the department.

Responsibility 4: Manage the procurement activities for the unit

- Provide specifications for material and equipment to be procured.
- Ensure that all commodities are supplied in good time and as per the procurement plan for smooth running of the facility.
- Participate in the prequalification of the suppliers at the beginning of every financial year.
- Participate in the opening of tenders for the unit.

Responsibility 5: Manage dental health services at the institution

- Ensure that dental facilities and equipment are maintained in line with set standards.
- Ensure that all procedures in the department are carried out according to standard set procedures.
- Ensure the applications of set standards of customer care practices at the unit at all times.
- Manage the information and data for the department in an easy to retrieve and use manner at all times.

II. Operational Responsibilities

Responsibility 1: Provide preventive dental services

- Coordinate health education to all patients in the Institution.
- Advice on preventive and promotive oral health services.
- Conduct regular dental check-ups on patients.
- Carry out diet counselling to young mothers on best dental practices.

Responsibility 2: Provide curative dental services

- Carry out dental restorations/filling on decayed teeth.
- Carry out periodontal/gum treatment when required.
- Conduct surgical disimpactions where indicated.
- Carry out minor oral surgical procedures e.g. biopsies, incision and drainage, excision of minor benign tumours.
- Carry out pulpotomies and pulpectomies where indicated

- Manage pain in patients
- Carry out pre-operative, post-operative and operative management of patients scheduled for theatre

Responsibility 3: Provide rehabilitative dental services

- Replace missing teeth e.g. stainless steel crowns, partial dentures, orthodontic appliances, crowns and bridgework.
- Fabricate complete dentures for patients.
- Fabricate obturators after surgical procedures or trauma.
- Carry out orthodontic treatment to restore speech and function in patients.
- Carry out ridge augmentation in preparation for complete dentures.

Responsibility 4: Provide dental forensic services

- Carry out age assessment on patients when requested.
- Attend court sermons to provide technical assistance in cases where dental expertise is required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office furniture, laptop and desktop, office stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is a custodian of annual reports, annual work plans, annual budgets and procurement plans

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of scheduling of duties, performance appraisal, timelines, resource allocations, dental Policy implementation.

IV. Working Conditions:

Physical challenges

Nature: Accidents from equipment, fire from dental laboratories, infections from patients

Frequency: When on duty in the facility

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: Capacity building, supervision, attending meetings and workshops

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters in Dental Surgery/ Public Health or any other related course

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Medical Practitioners and Dentists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 10 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result orient and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Dental Specialist II – Headquarters**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Services
Division:	N/A
Section / Unit:	Dental
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Dental Specialist I
Direct reports	Senior Dental Officer
	Community Oral Health Officer
	Dental Technologist
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through the development and implementation of relevant policies in relation to curative and rehabilitative services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Carryout performance appraisal of staff in the unit • Discuss and set evaluation targets with subordinate staff. • Recommend action to be taken by the Board on performance matters. **Responsibility 2: Develop guidelines and standard operating procedures for oral health policies** • Participate in development and revision of the National Oral Health Policy. • Participate in the development and revision of the oral health guidelines. • Participate in the development and revision of the dental commodities guidelines for quantification, procurement, distribution, storage and appropriate use. • Supervise the monitoring and evaluation of National Oral Health Policy implementation • Assist in coordination of inter sectoral and stakeholder forums. • Provide a link between the regional and global oral health sector initiatives.	

- Participate in the development of periodic strategic plans for implementation of the National Oral Health Policy.
- Define norms and standards to facilitate effective delivery of oral health services at various levels of care
- Participate in development of annual operation plans for the unit.
- Disseminate management guidelines to relevant stakeholders.
- Carry out capacity building of personnel in use of the management guidelines and tools.
- Carry out monitoring and evaluation of community oral health programs
- Collaborate and coordinate with KEMSA, public health programs and Counties on selection and quantification of dental health commodities/products supply.
- Ensure bio-safety and bio-security in dental practice

Responsibility 3: Develop, review and implement oral health practice legislation(s)

- Carry out periodic review, including amendments of relevant legislation.
- Participate in developing rules and regulations for the legislation.
- Carry out monitoring and evaluation of enforcement and compliance.

Responsibility 4: Ensure there are Quality Management Systems for oral health services

- Participate in various oral health quality audits to ensure that standards are maintained
- Conduct training needs assessment (TNA) to identify gaps in the public sector (county and national governments).
- Participate in the implementation of identified training gaps with the participation of other stakeholders.
- Monitor and evaluate the implementation of training and development programmes agreed upon.

II. Operational Responsibilities

Responsibility 1: : Carry out periodic intergovernmental consultative/collaborative/ coordination meetings on oral health

- Assist in mobilisation of resources for the forums
- Plan and organise meetings which are chaired by the Chief Dentist.
- Prepare and circulate reports.

Responsibility 2: Plan and budgeting for the unit

- Develop unit's annual workplan in line with the Ministry's strategic plans.
- Ensure the participation of various stakeholders in the various areas outlined in the annual work-plan.
- Ensure the successful implementation of the unit's annual workplan by enlisting Development Partners in resource mobilisation to support oral health services in national government.

Responsibility 3: Manage personnel for Unit

- Coordinate the performance appraisal process for the unit.
- Schedule, allocate duties and supervise staff in the unit.
- Provide other support functions in areas of staff training and development, discipline and career planning.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for safe custody of office equipment assigned to it, these include Furniture, Computers and accessories.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information such as number of oral health care workers ,data on outputs from counties, in the central government

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit in terms of timelines for staff and allocation of resources and Policy implementation in line with the department's objectives.

IV. Working Conditions:

Physical challenges

Nature:

N/A

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in dental surgery/Public Health or their equivalent

Professional Qualifications / Membership to professional bodies

- Registration with the Medical Practitioners and Dentist Board of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires seven (7) years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• International dental standards and practices • Communicating effectively • Planning and organizing • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Dental Specialist II – Facility**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Services
Division:	N/A
Section / Unit:	Dental
Location / Work station:	National Teaching and Referral Hospitals such as Mathare and national spinal cord hospital
Reporting Relationships	
Reports to:	Dental Specialist I
Direct reports	Senior Dental Officer
	Community Oral Health Officer in charge at the facility
	Dental Technologist in charge at the facility
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through the provision of dental health services as per set standards.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage the training and development of unit staff • Identify training needs for staff in the Unit in line with results of a needs analysis. • Ensure that the relevant training material is in place or updated as per the requirements of the profession. • Ensure that staff and interns in the unit are trained in line with set objectives and on-job training plan. • Coordinate continuous education of all staff on issues of dental health. **Responsibility 2: Oversee the planning and budgeting process for the unit** • Participate in the five (5) year investment plan for the institution. • Formulate an annual work plan for the unit in line with the overall plan for the institution. • Ensure the dissemination of the unit annual work plan to all staff for them to come up with individual plans.	

- Review and evaluate unit's work plans bi-annually and taking corrective measures where necessary
- Participate in the budgeting process for the department which informs the Institutions overall budget.

Responsibility 3: Manage the human resource for the unit in the facility

- Ensure that personnel rules and regulations are observed by all staff.
- Ensure the effective management of the entire performance contracting and reviewing process.
- Schedule duties and responsibilities for staff in the department.

Responsibility 4: Manage the procurement activities for the unit

- Provide specifications for material and equipment to be procured.
- Ensure that all commodities are supplied in good time and as per the procurement plan for smooth running of the facility.
- Participate in the prequalification of the suppliers at the beginning of every financial year.
- Participate in the opening of tenders for the unit.

Responsibility 5: Manage dental health services at the institution

- Ensure that dental facilities and equipment are maintained in line with set standards.
- Ensure that all procedures in the department are carried out according to standard set procedures.
- Ensure the applications of set standards of customer care practices at the unit at all times.
- Manage the information and data for the department in an easy to retrieve and use manner at all times.

II. Operational Responsibilities

Responsibility 1: Provide preventive dental services

- Coordinate health education to all patients in the Institution.
- Advice on preventive and promotive oral health services.
- Conduct regular dental check-ups on patients.
- Carry out diet counselling to young mothers on best dental practices.

Responsibility 2: Provide curative dental services

- Carry out dental restorations/filling on decayed teeth.
- Carry out periodontal/gum treatment when required.

- Conduct surgical disimpactions where indicated.
- Carry out minor oral surgical procedures e.g. biopsies, incision and drainage, excision of minor benign tumours.
- Carry out pulpotomies and pulpectomies where indicated
- Manage pain in patients
- Carry out pre-operative, post-operative and operative management of patients scheduled for theatre

Responsibility 3: Provide rehabilitative dental services

- Replace missing teeth e.g. stainless steel crowns, partial dentures, orthodontic appliances, crowns and bridgework.
- Fabricate complete dentures for patients.
- Fabricate obturators after surgical procedures or trauma.
- Carry out orthodontic treatment to restore speech and function in patients.
- Carry out ridge augmentation in preparation for complete dentures.

Responsibility 4: Provide dental forensic services

- Carry out age assessment on patients when requested.
- Attend court sermons to provide technical assistance in cases where dental expertise is required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for safe custody of dental and office equipment assigned to it, these include Furniture, Computers and accessories, compressors, dental laboratory equipment, dental instruments

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit in terms of timelines for staff and allocation of resources and Policy implementation in line with the department's objectives.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections and communicable diseases in the hospital, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: The role works on call

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in dental surgery/Public Health or their equivalent

Professional Qualifications / Membership to professional bodies

- Registration with the Medical Practitioners and Dentist Board of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires seven (7) years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• International dental standards and practices • Communicating effectively • Planning and organizing • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven

• Interpersonal • Leading teams • Managing performance • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Dental Officer**
Job Group:	N
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	Dental Health Services
Location / Work station:	National Referral Hospitals
Reporting Relationships	
Reports to:	Dental Specialist II
Direct reports:	Dental Officer
	Dental Intern

Job Purpose

To assist the Ministry of Health achieve its overall mandate by providing oral health care with regards to the existing health policies, guidelines, standards and strategies.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Oversee the preparation of annual operational plans at the national and county level

- Prepare and review annual targets and performance.
- Align the dental department's work with the strategic plan.
- Coordinate and prepare dental budgets and procurement plans for the hospitals.
- Coordinate compilation of annual dental reports.
- Identify community dental needs.

Responsibility 2: Supervise and mentor staff in the dental unit

- Provide guidance and supervise staff in the dental clinic.
- Mentor and provide necessary tools and facilities to enable staff within the unit to perform their functions.
- Update staff on new developments and requirements from the Board.
- Appraise the performance subordinate officers in the dental unit.
- Identify training needs and capacity build staff in the dental clinic.

Responsibility 3: Manage and order dental consumables and equipment

- Prepare inventory to help monitor the consumption clinic.
- Order dental consumables and equipment.
- Prepare quarterly and annual budgets for free dental clinics.

II. Operational Responsibilities

Responsibility 1: Provide dental services

- Assist the Maxillofacial surgeins during surgical/thetre procedures.
- Provide curative, preventive and promotive oral health care services including diagnosis.
- Perform complex dental extractions, restoration of teeth, oral surgery and oral rehabilitation services for maxillofacial injuries.
- Provide oral facial treatment; restorations, scaling and mouth planning, Root canals,pulpotomies, pulpectomies
- Carry out emergency and call duties

Responsibility 2: Provide community oral health services

- Carry out oral health sensitisation in schools and community barazas.
- Provide free outreach programmes in the community.
- Provide oral health talks and education promotion.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of dental chair, dental autoclave and dental instruments, laptop, desktop, electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records and files of patients attendance

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of scheduling and allocating duties, reporting timelines, resource allocation and dental Policy implementation.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infections from patients, trauma from machines ,bites by children and adults and needle pricks

Frequency: When working in the facility

Working at non-standard hours

Nature: Works on-call

Frequency: weekly

Out of station travelling

Nature: School health programs and outreach activities within the community

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Dental Surgery

Professional Qualifications / Membership to professional bodies

- Registration with the Medical Practitioners and Dentist Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires four (4) years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Dental Officer**
Job Group:	M
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Dental Health Services
Location / Work station:	National Teaching and Referral Hospitals
Reporting Relationships	
Reports to:	Senior Dental Officer
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by providing oral health care with regards to the existing health policies, guidelines, standards and strategies.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Provide proper patient work management

- Manage patients in outpatient and inpatient
- Develop patients treatment plans and manage follow up
- Ensure that the patients' rehabilitative devices are properly fabricated.
- Ensure suitability and accuracy of patient management.
- Ensure that there is proper records management to avoid confusion of patient work.
- Ensure that proper infection control measures have been put in place.
- Provide emergency dental call services

Responsibility 2: Ensure efficient management of dental facility commodities and supplies

- Ensure prudent and efficient use of dental material.
- Assist in facilitating procurement of dental materials, supplies and commodities

Responsibility 3: Train and mentor interns and students

- Supervise dental interns.

- Train and mentor dental interns
- Liaise with training institutions on supervision of students on attachment.

Responsibility 4: Community Health services

- Participate in community oral health outreaches and dental camps
- Participate in school oral health programs

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of dental equipment, tools, machinery B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for self in terms of planning on how to carry out scheduled and allocated duties
IV. Working Conditions:
Physical challenges Nature: Exposure infections from patients, trauma from machines, bites by children and adults, needle pricks Frequency: Daily **Working at non-standard hours** Nature: Works on-call Frequency:weekly **Out of station travelling** Nature: Outreach activities within the community Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

Bachelor's Degree in Dental Surgery
Professional Qualifications / Membership to professional bodies
• Registration with the Medical Practitioners and Dentist Board • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 1 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 1 year(s).

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Dental Officer - Intern**
Job Group:	L
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	Dental Health Services
Location / Work station:	Internship Training Centres such as Kenyatta national hospital and Forces Memorial hospital
Reporting Relationships	
Reports to:	Senior Dental Officer
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing oral health care with regards to the existing health policies, guidelines, standards and strategies.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide proper patient work management • Prepare theatre lists • Ensure that there is a proper record management to avoid confusion of patient work. • Identify all tools to be used in theatre prior to a dental operation. **Responsibility 2: Carry out effective patient care** • Take history of patients before dental procedures. • Assist the Senior Dental Surgeon when carrying out complex dental procedures • Inform patients of correct oral hygiene practices. • Prepare discharge sheets for patients.	
Job Dimensions:	
I. Financial Responsibility:	

The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) N/A B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: Infections from patients, trauma from machines and bites from children Frequency: Daily **Working at non-standard hours** Nature: Works extended hours /Emergency call duties Frequency: Monthly **Out of station travelling** Nature: Community outreach programmes Frequency: Weekly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in Dental Surgery
Professional Qualifications / Membership to professional bodies
Registration with the Medical Practitioners and Dentist Board
Previous relevant work experience required
The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities

• Oral/written communication Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Dental Technologist**
Job Group:	N
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Dental Health Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Dentist
Direct reports:	Senior Dental Technologist

Job Purpose

To ensure the Ministry of Health achieve its overall mandate by formulation of dental technology policies and guidelines.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Develop and formulate dental technology policy, standards and guidelines

- Mobilise resources from partners to fund specific dental technology programmes
- Ensure effective dissemination and capacity building of Dental Technologists at the national and county level
- Monitor and evaluate dental technology services

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Set standards, ethics and quality assurance in the provision of dental technology services

- Liaise with training institutions for development and review of curriculum
- Ensure quality assurance in dental technology practice
- Develop Infection Prevention Control Guidelines (IPC) and ensure adherence by dental laboratories
- Provide technical advice on dental technology to the counties, regulatory bodies and other stakeholders
- Set standards for infrastructure norms and standards for dental technology

Responsibility 2: Ensure provision of Dental Technology services in the health institutions and the community

- Promote of oral health rehabilitative services at the national, county and the community level
- Ensure availability and maintenance of dental technology equipment in the facilities

Responsibility 3: Planning dental technology unit

- Participate in developing plans and budgets in the dental health unit
- Assess the training needs for dental technologists and forward them to the training committee

II. Operational Responsibilities

Responsibility 1: Carry out research on emerging and re-emerging technologies

- Carry out commodity surveillance in dental technology usage
- Conduct operational research in oral health rehabilitative services
- Coordination and posting of Dental Technologist Interns

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of dental equipment, tools, machinery and stationary, dental technology log books

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of scheduling and allocating duties, resource allocation, policy implementation and performance appraisal.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building and health promotions

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Dental Technology

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Dental Technologist Association
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Deputy Chief Dental Technologist**
Job Group:	M
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Dental Health Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Chief Dental Technologist
Direct reports:	Dental Technologists

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing dental technology services at the facilities as a rehabilitative science.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan day to day activities in the dentistry services

- Allocate duties to the dental technologists in the facilities.
- Develop procurement plans for the dental laboratory.
- Ensure consistent supply of quality materials.
- Ensure productivity and quality assurance of dental technology services.

Responsibility 2: Supervise Dental Technologists

- Carry out performance appraisals of Dental Technologists
- Identify training needs of Dental Technologists.
- Mentor and counsel Dental Technology Interns.
- Allocate duties to Dental Technologists.

Responsibility 3: Coordinating dentistry support services

- Liaise with Procurement Officers on provision of supplies.
- Identify appropriate technologies overseas and transfers to the Country.
- Provide technological support to the ministry on technology.

II. Operational Responsibilities

Responsibility 1: Construct dental prosthesis and appliances

- Design and fabricate more complex denture/ appliances.
- Prepare work returns quarterly and annually.
- Participate in departmental and facility management meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of dental equipment, tools, machinery and stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of scheduling and allocating duties, resource allocation, policy implementation and performance appraisal.

IV. Working Conditions:

Physical challenges

Nature: Exposure to violence, infections and accidents

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building and health promotions

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Dental Technology

Professional Qualifications / Membership to professional bodies

- Registration with the Kenya Dental Technologist Association

• Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Dental Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Oral/ Dental Health Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Chief Dental Technologist
Direct reports:	Dental Technologists I
Job Purpose	
To ensure the Ministry of Health achieves its mandate by providing dental technology services at the facilities.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan and budget • Participate in the planning and budgeting process for the unit. • Ensure that the dental unit work plan is implemented, monitored and reviewed as required. **Responsibility 2: Manage Human Resources** • Allocate and schedule duties for staff in the unit at the facility. • Teach, mentor interns and Dental Technology Diploma students on attachment. • Manage the entire performance contracting process. • Carry out all human resource activities including induction, involvement in disciplinary issues and staff welfare. **Responsibility 3: Coordinate commodity procurement** • Participate in the procurement planning for the dental laboratory's commodities. • Ensure that the dental laboratory is adequately stocked at all times by monitoring and reviewing stock levels fortnightly. • Ensures regular provision of the correct quality and quantities of dental laboratory commodity supplies are stocked at all times by constant communication with the Procurement Unit. **Responsibility 4: Oversee the provision of quality service to patients**	

- Ensure the unit provides quality patient work at all times.
- Ensure that the treatment given to a patient is of the right standard by ascertaining the suitability and accuracy in impressions.
- Ensure proper records management.
- Ensure that proper designing and fabricating of dental prostheses (dentures) or appliances are carried out to a patient's satisfaction.

II. Operational Responsibilities

Responsibility 1: Train and mentor students and interns

- Supervise dental technologist interns.
- Train and mentor dental technology students.
- Liaise with training institutions training dental technologists on curriculum development and reviews.
- Assess the training needs of Dental Technologists and forward to the ministerial training committee.
- Conduct induction for newly employed Dental Technologists.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of assets such as dental equipment, tools and machinery

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records such as records on workload, interns/Students assessment and inventory on supplies.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on timelines, policy implementation and resources allocation.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Dental Technology

Professional Qualifications / Membership to professional bodies

Registration with Kenya Dental Technologist Association

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• International Dental Regulations and Practices • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Dental Technologist I**
Job Group:	K
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Dental Health Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Dental Technologist
Direct reports:	Dental Technologist II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing dental technology services at the facilities as a rehabilitative science.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide proper patient work management • Ensure the patient work is properly fabricated. • Ensure suitability and accuracy of impression casting. • Ensure records management are well managed to avoid confusion of patient work. • Ensure that proper infection control measures have been put in place in the dental theatre. • Carry out casts impressions, designs and constructs dentures. **Responsibility 2: Ensure efficient management of dental laboratory commodities** • Ensure efficient and effective use of dental material. • Report breakages and losses promptly to the supervisors. **Responsibility 3: Train and mentor students and interns** • Supervise dental technologist interns. • Train and mentor Dental Technology students. • Liaise with training institutions on curriculum development and reviews.	

Job Dimensions:	
I. Financial Responsibility:	
The role is not responsible for any financial aspects.	
II. Responsibility for Physical Assets	
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of dental equipment, tools and machinery B. Land N/A C. Records, data, information, confidential information The role is responsible for the safekeeping and general custodianship of patient records D. Any other N/A	
III. Decision Making:	
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.	
IV. Working Conditions:	
Physical challenges Nature: Exposure to violence, infections and accidents Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Capacity building Frequency: Annually	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Dental Technology	
Professional Qualifications / Membership to professional bodies	
Registration with the Kenya Dental Technologist Association	
Previous relevant work experience required	
The role requires 6 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).	
Functional Skills	**Behavioural Competencies/Attributes**

• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Dental Technologist II**
Job Group:	J
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Dental Health Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Dental Technologist I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing dental technology services at the facilities as a rehabilitative science.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Provide proper patient work management

- Ensure the patient work is properly fabricated.
- Ensure suitability and accuracy of impression casting.
- Ensure records management are well managed to avoid confusion of patient work.
- Ensure that proper infection control measures have been put in place in the dental theatre.
- Carry out casts impressions, designs and constructs dentures.

Responsibility 2: Ensure efficient management of dental laboratory commodities

- Ensure efficient and effective use of dental material.
- Report breakages and losses promptly to the supervisors.

Responsibility 3: Train and mentor students and interns

- Supervise dental technologist interns.
- Train and mentor Dental Technology students.
- Liaise with training institutions on curriculum development and reviews.

Job Dimensions:	
I. Financial Responsibility:	
The role is not responsible for any financial aspects.	
II. Responsibility for Physical Assets	
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of dental equipment, tools and machinery B. Land N/A C. Records, data, information, confidential information The role is responsible for the safekeeping and general custodianship of patient records D. Any other N/A	
III. Decision Making:	
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.	
IV. Working Conditions:	
Physical challenges Nature: Exposure to violence, infections and accidents Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Capacity building Frequency: Annually	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Dental Technology	
Professional Qualifications / Membership to professional bodies	
Registration with the Kenya Dental Technologist Association	
Previous relevant work experience required	
The role requires 3 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).	
Functional Skills	**Behavioural Competencies/Attributes**

• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Dental Technologist III**
Job Group:	H
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Dental Health Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Dental Technologist I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing dental technology services at the facilities as a rehabilitative science.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Provide proper patient work management

- Ensure the patient work is properly fabricated.
- Ensure suitability and accuracy of impression casting.
- Ensure records management are well managed to avoid confusion of patient work.
- Ensure that proper infection control measures have been put in place in the dental theatre.
- Carry out casts impressions, designs and constructs dentures.

Responsibility 2: Ensure efficient management of dental laboratory commodities

- Ensure efficient and effective use of dental material.
- Report breakages and losses promptly to the supervisors.

Responsibility 3: Train and mentor students and interns

- Supervise dental technologist interns.
- Train and mentor Dental Technology students.
- Liaise with training institutions on curriculum development and reviews.

Job Dimensions:	
I. Financial Responsibility:	
The role is not responsible for any financial aspects.	
II. Responsibility for Physical Assets	
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of dental equipment, tools and machinery B. Land N/A C. Records, data, information, confidential information The role is responsible for the safekeeping and general custodianship of patient records D. Any other N/A	
III. Decision Making:	
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.	
IV. Working Conditions:	
Physical challenges Nature: Exposure to violence, infections and accidents Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Capacity building Frequency: Annually	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Dental Technology	
Professional Qualifications / Membership to professional bodies	
Registration with the Kenya Dental Technologist Association	
Previous relevant work experience required	
The role is an entry level position.	
Functional Skills	**Behavioural Competencies/Attributes**

• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Community Oral Health Officer - Headquarters**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	Oral Health
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Chief Community Oral Health Officer
Direct reports:	Community Oral Health Officer I
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through promoting oral health, preventing oral health diseases and conditions and providing of effective community oral health services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Teach and train stakeholders • Teach health workers, professionals, local leaders and clergy on oral health. • Coordinate and facilitate the Trainer of Trainers programmes on oral health for health personnel and other professionals. • Participate in the training of students and other professionals in medical Institutions. **Responsibility 2: Develop oral health policies and guidelines** • Initiate and develop appropriate policies, guidelines and methods that will ensure improved community oral health standards. • Provide technical assistance in the development of policies and guidelines for other health departments. • Attend relevant committee meetings to provide technical support.	
II. Operational Responsibilities	
Responsibility 1: Plan oral health education programmes • Organise and participate in oral health demonstrations. • Gives lecture to communities and schools on good oral hygiene practices.	

- Carry out research on oral health matters in the community and advice relevant authorities accordingly.
- Develop training materials (IEC) for the use in schools and communities.
- Collaborate with other health specialists to determine community oral health needs and availability of services, and to plan how to meet the needs
- Maintain databases, mailing lists and other information to facilitate functioning of oral health
- Develop and maintain cooperative working relationships with partners and organisations interested in oral health care

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on allocation of duties, timelines and policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Community Oral Health or its equivalent			
Professional Qualifications / Membership to professional bodies			
Membership to the Oral Health Association of Kenya			
Previous relevant work experience required			
The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Community Oral Health Officer – Facility**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Oral Health
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Community Oral Health Officer I
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through the provision of effective community oral health services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Promote oral health services and prevention of oral diseases. • Integrate oral health into other existing and emerging programmes /clinics. • Develop health education materials for community and school oral health programmes e.g. Instructional Educational and Communication (IEC) Materials • Demonstrate ideal tooth brushing techniques by use of dental model and related materials. • Carry out regular diet counselling for inpatient and outpatient. **Responsibility 2: Provide clinical services to patients at the dental clinic** • Obtain detailed patient history, carryout examinations, request for investigations, diagnose and developed an appropriate treatment plan. • Manage patient records and the dental clinic, review patients in the ward, assist the dental officer in some procedures e.g. management of minor dental diseases/conditions in the clinic and major dental procedures in theatre.	

- Administer appropriate treatment within defined competence, e.g. prescription of medication, dental extractions, fissure sealants, full mouth scaling, fluoride application, oral prophylaxis and Atraumatic Restorative Treatment (ART).

Responsibility 3: Provide clinical services in community setups

- Work with Community Leaders in water deflouridation or flouridation.
- Examine, educate and encourage the community to stop tobacco usage so as to improve oral hygiene and health.
- Carry out community assessments and baseline surveys on oral health so as to gather information for purposes of intervention.

Responsibility 4: Manage community oral health services in health facilities-hospitals, health centres, dispensaries and clinics.

- Supervise junior Community Oral Health Officers, Community Oral Health Interns and Community Oral Health Students on practical attachment.
- Participate in planning, budgeting, development, coordination and implementation of community oral health services in health facilities.
- Participate in budgeting and procurement of dental materials for use in the dental clinic.

Responsibility 5: Teach and training stakeholders

- Teach other health workers, professionals, local leaders and clergy on oral health.
- Coordinate and facilitate the Trainer of Trainers programmes on oral health for health personnel and other professional.
- Participate in the training of students and other professionals in medical Institution and professionals.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure, however The role is responsible for prudent management and allocation of budget on community oral health programmes

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role has a shared responsibility for the safe custody of the assets such as mouth model, hand instruments e.g. scalers, probes and mirrors, office furniture and equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on timelines and community oral health policy implementation at the facility.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases when treating patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Community outreaches

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Community Oral Health or its equivalent

Professional Qualifications / Membership to professional bodies

Membership to the Oral Health Association of Kenya

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities

• Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Community Oral Health Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Oral Health
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Community Oral Health Officer
Direct reports:	Community Oral Health Officer I and II
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by promoting, maintaining and improving individuals and community health by assisting them to adopt healthy oral behaviour.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Teach and train officers and interns working under him/her • Teach junior officers on effective community oral health practice • Schedules and allocates duties to junior officers • Supervise Community oral health officers • Participate in curriculum development, implementation and evaluation **Responsibility 2: Managing oral health clinics** • Organise and schedule clinic days, patient flows and referrals • Order dental materials and equipment for use in the dental facility	
II. Operational Responsibilities	
Responsibility 1:Oral health management • Obtain baseline oral health data from the community and clinics based on accepted principals of oral health • Plan and provide oral health education to all dental patients, communities and schools • Provide clinical and therapeuatic services consistent with accepted professional practices and standards	

- Integration of appropriate oral health care with other health care professionals involved in patient and community health care
- Organise and performs preventive oral health care presentations and on-site and off-site locations
- Assist in the provision of technical assistance and health education in the community as requested
- Assist with various clinical and administrative functions of the health facility as appropriate
- Assist with the maintenance of oral health department areas

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role has a shared responsibility for the safe custody of the assets such as mouth model, hand instruments e.g. scalers, probes and mirrors, office furniture and equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases when treating patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Community outreaches

Frequency: Weekly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Community Oral Health or its equivalent
Professional Qualifications / Membership to professional bodies
Membership to the Oral Health Association of Kenya
Previous relevant work experience required
The role requires 6 years cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Cultural diversity	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Community Oral Health Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Oral Health
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Community Oral Health I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by promoting, maintaining and improving individuals and community health by assisting them to adopt healthy oral behaviour.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Teach and train officers working under him/her • Teach junior officers on effective community oral health practice • Schedules and allocates duties to junior officers	
II. Operational Responsibilities	
Responsibility 1:Oral health management • Obtain baseline oral health data from the community and clinics based on accepted principals of oral health • Plan and provide oral health education to all dental patients, communities and schools • Provide clinical and therapeuatic services consistent with accepted professional practices and standards • Integration of appropriate oral health care with other health care professionals involved in patient and community health care • Organise and performs preventive oral health care presentations and on-site and off-site locations	

- Assist in the provision of technical assistance and health education in the community as requested
- Assist with various clinical and administrative functions of the health facility as appropriate
- Assist with the maintenance of oral health department areas

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role has a shared responsibility for the safe custody of the assets such as mouth model, hand instruments e.g. scalers, probes and mirrors, office furniture and equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases when treating patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Community outreaches

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Community Oral Health or its equivalent

Professional Qualifications / Membership to professional bodies
Membership to the Oral Health Association of Kenya
Previous relevant work experience required
The role requires 3 years cumulative relevant experience and to have served in a a directly subordinate role for a minimum period of 3 years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Cultural diversity	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Community Oral Health Officer III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Oral Health
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Community Oral Health Officer I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by promoting, maintaining and improving individuals and community health by assisting them to adopt healthy oral behaviour.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1:Oral health management • Obtain baseline oral health data from the community and clinics based on accepted principals of oral health • Plan and provide oral health education to all dental patients, communities and schools • Provide clinical and therapeuatic services consistent with accepted professional practices and standards • Integration of appropriate oral health care with other health care professionals involved in patient and community health care • Organise and performs preventive oral health care presentations and on-site and off-site locations • Assist in the provision of technical assistance and health education in the community as requested	

- Assist with various clinical and administrative functions of the health facility as appropriate
- Assist with the maintenance of oral health department areas

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role has a shared responsibility for the safe custody of the assets such as mouth model, hand instruments e.g. scalers, probes and mirrors, office furniture and equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases when treating patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Community outreaches

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Community Oral Health or its equivalent

Professional Qualifications / Membership to professional bodies

Membership to the Oral Health Association of Kenya

Previous relevant work experience required			
The role is an entry level position.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Cultural diversity		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Pharmacist**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	Pharmacy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Senior Deputy Chief Pharmacists
	Chief Pharmaceutical Technologist
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing leadership and coordination for pharmaceutical services in the Country. To ensure access to safe, efficacious, quality and affordable pharmaceutical products, technologies and related services.	
Key Responsibilities / Duties	
II. Policy Responsibilities	
Responsibility 1: Formulate, develop and implement the National Pharmaceutical Policy • Carry out regular review of the National Pharmaceutical Policy. • Supervise the monitoring and evaluation of National Pharmaceutical Policy. implementation • Coordinate the intersectoral and stakeholder forums. • Provide a link between the regional and global pharmaceutical sector initiatives. • Develop periodic strategic plans for implementation of the National Pharmaceutical Policy. • Develop standards and guidelines for pharmaceutical service delivery. • Define norms and standards to facilitate effective delivery of pharmaceutical services at various levels of care • Develop annual operation plans for the unit.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage the pharmaceutical supply chain	

- Develop pharmaceutical management guidelines, standard operating procedures and other tools, e.g. Kenya Essential Medicines List, Medical Commodities management guidelines etc.
- Disseminate management guidelines to relevant stakeholders.
- Carry out capacity building of personnel in use of the management guidelines and tools.
- Carry out monitoring and evaluation of the public sector pharmaceutical supply chain.
- Collaborate and coordinate with KEMSA, public health programs and Counties on selection and quantification of public sector health products supply.
- Collaborate with other stakeholders in development of appropriate supply chain management systems, e.g., Logistics management, inventory management.
- Promote Essential Medicines Concept in line with national and international best practices to both pre and in service training initiatives.

Responsibility 2: Develop, review and implement pharmaceutical and other health products and technologies legislation

- Carry out periodic review, including amendments of relevant legislation.
- Develop rules and regulations for the legislation.
- Ensure that there is regional pharmaceutical harmonisation.
- Ensure that there is intersectoral collaboration.
- Carry out monitoring and evaluation of enforcement and compliance.

Responsibility 3: Carry out quality assurance for pharmaceutical products, other health products and technologies and pharmaceutical services

- Evaluate and market authorisation of pharmaceutical products, including herbal and complimentary products.
- Carry out post market surveillance of pharmaceutical products, other health products and technologies and pharmaceutical services.
- Conduct pharmacovigilance in the country.
- Ensure regulation of advertisement and promotion of pharmaceutical products.
- Ensure licensing of premises for pharmaceutical businesses – retail, wholesale and manufacturing.
- Register and license pharmaceutical personnel and training institutions.
- Ensure regulation of research and development in the pharmaceutical sector including control of clinical trials

- Enforce pharmaceutical related statues through inspections, investigations and prosecutions
- Develop and review pharmaceutical waste disposal guidelines in conformity with regional and international best practices.

Responsibility 4: Plan an advisory role to government on pharmaceutical services

- Provide overall policy and regulatory direction.
- Provide guidance on the organisation of pharmaceutical services.
- Oversee regional and international practices and trade.

III. Operational Responsibilities

Responsibility 1: Head of the pharmaceutical services unit

- Chair unit management meetings.
- Member of the Senior Management Committee.
- Secretary of the National Medicines and Therapeutics Committee and member of the Ministerial Tender Committee.
- Approve deployment of staff in the pharmaceutical services unit.
- Carry out appraisal of staff performance in the pharmaceutical services unit.
- Identify training needs of staff in the pharmaceutical services unit and forwards to the Ministerial Technical Training Committee.
- Prepare the unit's annual work plan and coordinate implementation.

Responsibility 2: Registrar of the Pharmacy and Poisons Board

- Day to day management and coordination of the Board's activities.
- Sanction administrative, financial transactions and other business processes.
- Secretary to the Board of Management at the Pharmacy and Poisons Board.
- Oversee the implementation of Board of Management decisions.
- Provide periodic updates and feedback to the Director of Medical Services and other senior officials of Government on the operations of the Board.
- Provide feedback and update to Parliamentary committees.
- Supervises the provision of all the Board's regulatory services.
- Ensure prudent use of the Board's resources.
- Ensure the laws governing the management of the pharmaceutical sector are regularly reviewed and amended as necessary.

Responsibility 3: Carry out periodic intergovernmental consultative/ collaborative/ coordination meetings for pharmaceutical staff and Kenya Medical Supplies Authority (KEMSA)

- Mobilise resources for the fora
- Plan and organise meetings which are chaired by the Chief Pharmacist.
- Prepare and circulate reports.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management of the operations budget for the pharmaceutical services unit.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include personal computers, office furniture and various office stationary

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit:

- Scheduling and allocating duties
- Performance appraisals
- Developing Standard Operating Procedures for pharmaceutical service delivery
- Approval of the utilization of allocated unit funds

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for trainings, meetings, conferences and seminars locally and internationally

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in a Pharmacy related Discipline

Professional Qualifications / Membership to professional bodies

- Certificate of registration as a Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 18 years of relevant cumulative experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Chapter 244 Laws of Kenya with all its regulations and all other health related laws in Kenya • Knowledge of regulatory requirements for pharmaceuticals across the globe • Interactions of the various health related laws in Kenya that have an impact on regulation of the pharmaceutical sector • Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Building organisational capability • Policy development • Risk management • Effective communication • Policy and strategy implementation	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

• Strategic people management • Public service focus	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Deputy Chief Pharmacist – Headquarters**
Job Group:	R
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Pharmacy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Pharmacist
Direct reports:	Deputy Chief Pharmacist

Job Purpose

To assist the Ministry of Health achieve its overall mandate by assisting the Chief Pharmacist in Pharmaceutical Policy formulation and revision and the implementation

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Implement the Kenya National Pharmaceutical Policy

- Develop, implement and evaluate annual implementation plans.
- Provide reports to the Chief Pharmacist on the implementation of the policy.
- Provide reports for the sub-sector on the implementation of the policy.
- Develop policy strategic plans

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Carry out performance appraisal of staff in the unit

- Discuss and set evaluation targets with lower staff.
- Recommend action to be taken by the unit on performance matters.

Responsibility 2: Head the secretariat services to the National Medicines and Therapeutic Committee

- Set the agenda for the meetings to be held.
- Document minutes of the meetings.
- Provide technical assistance to counties.

Responsibility 3:Develop guidelines in the area of pharmaceutical services

- Regularly update guidelines in the area of pharmaceutical services

- Regularly update the Kenya Essential Medicines List(KEML)
- Disseminate guidelines in the area of pharmaceutical services
- Capacity building in pharmacy services, especially to counties and entities like KEMSA

II. Operational Responsibilities

Responsibility 1: Ensure the quality of medicines in the Country

- Evaluate the applications for registration of medicines.
- Evaluate and prepare reports on samples submitted for registration.
- Recommend to the Chief Pharmacist on registration or otherwise of applications for registration of medicines.

Responsibility 2: Forecast and quantify medicines requirement

- Regularly lead medicines quantification process at national,/program/county level .
- Regularly evaluate compliance for public medicines procurements to good pharmaceutical practices at County/program/KEMSA levels i.e adherence to KEML .
- Participate in medicines procurement process e.g technical evaluation.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for the prudent financial management of the recurrent budget of the unit of KSHS 10 million.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office inventories, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for logistic management information system, stock on hand, patient treatment data, register of pharmacists, medicines and medicine supplies, medicine dossiers

D. Any other

The role is responsible for essential medicines

III. Decision Making:

The role makes decisions for the teams in terms of allocating duties, performance appraisals, duty allocations, activities implementation and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Exposure to hazards during medicine evaluations in the laboratories

Frequency: Monthly

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: To provide technical assistance to Counties, capacity building to counties, inspection of practice and premises

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Pharmacy or any other relevant discipline

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge on Kenya National Pharmaceutical Policy • Knowledge on Intergovernmental Pharmaceutical Policy • Knowledge on Public Finance Management Act • Adaptability • Communicating effectively • Planning and organising	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven

• Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Target setting • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Deputy Chief Pharmacist – Facility**
Job Group:	R
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching & Referral Hospital/National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Deputy Chief Pharmacist

Job Purpose

To assist the Ministry of Health achieve its overall mandate in the provision of promotive, preventive, curative and rehabilitative health services to patients in the hospital and the community.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Implement the Kenya National Pharmaceutical Policy and other health policies

- Monitor implementation of the relevant sections of the National pharmaceutical Policy and other health policies, e.g prescribing and dispensing of medicines.
- Give feedback to the Policy level on any challenges encountered during implementation of policies.
- Participate in development of policies which guide hospital pharmaceutical service delivery

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Carryout performance appraisal of staff in the unit

- Discuss and set evaluation targets with lower staff.
- Recommend action to be taken by the unit on performance matters.

Responsibility 2: Head the pharmaceutical services in a national referral hospital

- Participate in activities of the hospital management team.
- Participate in the activities of the Medicines and Therapeutic Committee.
- Coordinate forecasting and quantification of hospital management requirements.
- Assist the Chief Pharmacist in developing and reviewing pharmaceutical guidelines.

Responsibility 3: Manage the hospital's pharmacy budget

- Plan and budget for pharmaceutical products.
- Approve payments for supplies of pharmaceutical products.
- Participate in technical evaluation for pharmaceutical procurements.

Responsibility 4: Head secretariat services to Hospital Medicines and Therapeutic Committee (HMTC)

- Set the agenda for HMTC meetings.
- Document minutes of the meetings.
- Follow-up on implementation of the HMTC decisions

III. Operational Responsibilities

Responsibility 1: Ensure the quality of medicines in the Hospital

- Monitor received medicines for poor quality and report any detected poor quality products as per the National Pharmacovigilance guidelines.

Responsibility 2: Forecast and quantify medicines requirement

- Lead in quantification and forecasting of the pharmaceutical products requirements for the Hospital.
- Regularly evaluate compliance of pharmaceutical products procurement to Good Pharmaceutical Practices i.e adherence to Kenya Essential Medicines List (KEML) .
- Participate in the technical evaluation during the procurement process.
- Participate in activities of the Receipt Committee when pharmaceutical products are delivered

Job Dimensions:

I. Financial Responsibility:

The role is responsible for the prudent financial management of the recurrent budget of the Pharmacy department

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of pharmaceutical products, office inventories; furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for logistic management information system, stock on hand, patient treatment data, medicines and medicine supplies

D. Any Other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of allocating duties, performance appraisals, duty allocations, activities implementation.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to possible allergic reactions to medicines, violent nature of many patients and risk of infections from patients with airborne diseases.

Frequency: Daily

Working at non-standard hours

Nature: The role works night shifts and on-call

Frequency: Daily

Out of station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Pharmacy or any other relevant discipline

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge on Kenya National Pharmaceutical Policy • Knowledge on Intergovernmental Pharmaceutical Policy • Knowledge on Public Finance Management Act • Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Target setting • Computer literacy • Knowledge on organisation structure for the Ministry and Government • Knowledge on how Government functions e.g. Financial management, public procurement system, human resource management etc	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership • Ability to work with minimal supervision

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Pharmacist – Headquarters**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	Pharmacy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Chief Pharmacist
Direct reports:	Assistant Chief Pharmacist
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by participating in the formulation and implementation of pharmaceutical services policies that ensure availability of appropriate and quality essential medicines and other health products.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Develop guidelines for pharmaceutical policies • Participate in development and revision of the National Pharmaceutical Policy. • Participate in the development and revision of the essential medicines list. • Participate in the development and revision of the health commodities guidelines for quantification, procurement, distribution, storage and appropriate use.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee health commodities security • Coordinate forecasting and quantification of health commodities. • Facilitate procurement of health commodities through Kenya Medical Supplies Authority (KEMSA). • Direct distribution of health commodities through KEMSA. • Ensure appropriate storage conditions for health commodities • Promote appropriate use of health commodities. **Responsibility 2: Monitor and evaluate pharmaceutical services** • Coordinate surveillance for drug resistance, adverse drug reactions and poor quality medicines.	

- Facilitate analysis and transmission of pharmaceutical services information.
- Promote operational research in pharmaceutical services.
- Facilitates audits of pharmaceutical services.

Responsibility 3: Manage budgets for Pharmaceutical Services

- Coordinate annual planning and budgeting for Pharmaceutical Services.
- Coordinate grants applications, negotiations, implementation and performance monitoring.

Responsibility 4: Appraise subordinate staff

- Discuss and set targets to be evaluated.
- Recommend action to be taken based on performance evaluation.

III. Operational Responsibilities

Responsibility 1: Build capacity on Pharmaceutical Services

- Carry out training of trainers for pharmaceutical Services.
- Provides technical assistance on pharmaceutical services.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the general custodianship of office furniture, laptops, electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of logistics management information, patient treatment data, lists of registered medicines, data on adverse drug reactions

D. Any other

Essential medicines and medical supplies

III. Decision Making:

The role makes decisions for the team in terms of duty allocation, Policy implementation, reporting timelines, budget and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building and surveillance

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in Pharmacy or any other relevant discipline

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 12 years' of cumulative relevant experience and to have served in a subordinate role for a minimum of 3 year(s)

Functional Skills	Behavioural Competencies/Attributes
• Pharmacy and Poisons Act Cap 244 • Public Procurement and Disposal Act • Adaptability • Communicating effectively • Planning and organizing • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

	• Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Pharmacist – Facility**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching & Referral Hospital/National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Senior Deputy Chief Pharmacist
Direct reports:	Assistant Chief Pharmacist
Job Purpose	
To assist the Ministry of Health achieve its overall mandate in the provision of promotive, preventive, curative and rehabilitative health services to patients in the hospital and the community.	
Key Responsibilities / Duties	
II. Policy Responsibilities	
Responsibility 1: Implementation of pharmaceutical policies and other health policies • Provide technical advice on implementation of the National Pharmaceutical Policy. • Give feedback on any challenges encountered during implementation of policies. **Responsibility 2: Implementation of pharmaceutical management guidelines** • Ensure availability of pharmaceutical management and other sector guidelines • Ensure the guidelines are utilized and complied with • Give feedback to the National level on any challenges encountered in implementing the guidelines.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee health commodities security	

- Coordinate forecasting and quantification of health commodities.
- Facilitate procurement of health commodities through Kenya Medical Supplies Authority (KEMSA).
- Ensure appropriate storage conditions for health commodities
- Promote appropriate use of health commodities.

Responsibility 2: Monitor and evaluate pharmaceutical services

- Coordinate surveillance for drug resistance, adverse drug reactions and poor quality medicines.
- Facilitate analysis and transmission of pharmaceutical services information.
- Promote operational research in pharmaceutical services.
- Facilitate audits of pharmaceutical services in the hospital

Responsibility 3: Manage budgets for Pharmaceutical Services

- Participate in annual planning and budgeting for Pharmaceutical Services in the hospital.

Responsibility 4: Appraise subordinate staff

- Discuss and set targets to be evaluated.
- Recommend action to be taken based on performance evaluation.

III. Operational Responsibilities

Responsibility 1: Build capacity on Pharmaceutical Services

- Carry out training for pharmaceutical Services among the staff in the hospital and members of the community.
- Provide technical assistance on pharmaceutical services.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for ensuring user fees is charged and collected as per regulations.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the general custodianship of office furniture, laptops, electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of logistics management information, patient treatment data, lists of registered medicines, data on adverse drug reactions

D. Any other

Essential medicines and medical supplies

III. Decision Making:

The role makes decisions for the team in terms of pharmaceutical order quantities, duty allocation, Policy implementation, reporting timelines.

IV. Working Conditions:

Physical challenges

Nature: Allergic reactions from contact with some medicines, Infections and communicable diseases from patients and physical attacks by patients.

Frequency: Monthly

Working at non-standard hours

Nature: Services are provided 24 hours daily including weekends and public holidays

Frequency: Daily

Out of station travelling

Nature: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in Pharmacy or any other relevant discipline

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 12 years' of cumulative relevant experience and to have served in a subordinate role for a minimum of 3 year(s)

Functional Skills	Behavioural Competencies/Attributes
• Pharmacy and Poisons Act Cap 244 • Public Procurement and Disposal Act • Adaptability • Communicating effectively • Planning and organizing • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Pharmacist**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Deputy Chief Pharmacist
Direct reports:	Senior Pharmacists
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through safe, timely effective and efficient dispensation of drugs and other related services to all patients.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan and budgeting for the Pharmacy Unit at the facility • Prepare monthly pharmaceutical consumption report within the facility. • Calculate annual consumption of various pharmaceutical products including the buffer stock. • Prepare and submit annual procurement plan using the data obtained to ensure that the Pharmacy does not experience any stock outs as well as obtain the funding necessary for the same. • Prepare quarterly drug requisitions which are presented to the Hospital Management Team (HMT) as well as Executive Expenditure Committee (EEC) for facilitation either from the FIF (Facility Improvement Fund) or the recurrent fund. • Prepare a refill report to determine the commodities in stock or that have been procured and make recommendations for ensuring provision of essential commodities. **Responsibility 2: Manage the day to day activities of the Pharmacy Unit at the facility** • Develop an annual work plan for the department stating the roles and responsibilities of all staff.	

- Appoint team leaders for various satellite pharmacies to ensure that work continues smoothly and secure feedback in the form of reports from the team leaders on the same.
- Develop duty rota for all staff on a monthly basis.
- Ensure that various monthly consumption reports for various commodities are prepared and submitted on timely basis.
- Submit reports on the activities of the Pharmacy Unit to the Hospital Management Committee.

Responsibility 3: Train and mentor staff

- Identify skills gaps within the staff in the unit.
- Lobby and recommend various training for the staff according to the gaps identified.
- Coordinate the internship programme for pharmacist interns as well as Pharmaceutical Technologist students sent by the Pharmacy and Poisons Board.
- Promote awareness on drugs by identifying skill gaps within the staff of the hospital at large and organising Continuing Medical Education to address the identified gaps.

Responsibility 4: Develop Standard Operating Procedures and Service Charter for pharmacy the Unit

- Identify the services offered in the department as well as the cost and prepare a departmental service charter.
- Develop Standard Operating Procedures for the various activities that take place in the Pharmacy department.
- Ensure uniformity and efficiency in the department by displaying on the walls or strategic locations and file for future reference.
- Promote quality delivery of service by ensuring that all the SOP's as well as Service Charter are complied with and updated regularly.

Responsibility 5: Participation in various Hospital Management Committees

- Participate in hospital business by attending the main hospital management team meetings of the hospital where all heads of departments are members and the day to day running of hospital is discussed.
- Participate in the Executive Expenditure Committee meetings of the hospital where the financial aspects of the hospital are discussed at length.
- Attend the various committees which fall under procurement to ensure that technical advice is given whilst procuring drugs.

- Act as Secretary to the Medicines Therapeutic Committee that discussed issues related to drugs are discussed include drug formulary for the facility to ensure rational drug use.

II. Operational Responsibilities

Responsibility 1: Dispense medicines and give advice on their use at the hospital

- Receive prescription from the patients, confirm availability of drugs and charge the patient.
- Ensure patients pay for their medicines, issue receipts and pack the drugs.
- Counter check the expiry dates, ensure dosages are correct and give instructions as per prescription and advice on any other special precautions.

Responsibility 2: Develop and regularly review drug information services at the Pharmacy

- Ensure that the drug information literature available in the Pharmacy is current and up to date.
- Identify the need for certain information and disseminate the same either via memos or through a CME to members of staff.
- Prepare a comprehensive list of available drugs for clinicians on a monthly basis so that they can prescribe based on availability of drugs in the Pharmacy.
- Organize CME's by various drug companies to keep the clinicians updated on the new developments in the pharmaceutical industry.

Responsibility 3: Promote rational use of medicines in the hospital

- Educate the clinicians on a regular basis on the importance of rational drug use.
- Occasionally visits the wards to see how medications are administered to the patients and advice accordingly.
- Ensure that all prescriptions coming to the Pharmacy are correctly prescribed, if not the contact the prescribing Clinician and make relevant recommendations. Accordingly.
- Ensure that pharmacovigilance forms are always kept on hand to report any problems noted either with the drug itself such as packaging, wrong dosages etc. or any adverse effect reported after ingestion of any medication and PPB is informed of the same to ensure further investigation.
- Develop drug formulary for the hospital to ensure that there is rational use of drugs and the same information is disseminated to all the clinicians.

Responsibility 4: Managing the pharmaceutical supply chain

- Provide guidance in the selection of drugs to be procured according to the hospital drug formulary.
- Participate in the procurement process by quantifying the drugs and making a requisition to the procurement department to facilitate the same in line with the Procurement Plan and the Procurement Act.
- Ensure quality and order specifications by receiving stocks, inspecting the various parameters such as quantity, dosage, expiry date and warehousing till required.
- Ensure that proper inventory management is done for accountability.
- Ensure the efficient distribution of drugs to the various satellite pharmacies for use.

Responsibility 5: Ensure safe management and disposal of expired pharmaceuticals as need arises

- Identify expired drugs and remove from the shelf both in the Pharmacy and in the Wards during the ward rounds.
- Quantify the drugs that have expired and fill Fo58 form and hand over to the Public Health Officer to make necessary arrangements for storage.
- Present the completed Fo58 form to the Hospital Disposal Committee for a decision on disposal and record the same.
- Liaise with National Environment Management and Coordinating Authority (NEMA) and provide details of the expired drugs and propose safe disposal methods.
- Ensure that drugs are disposed of as per the disposal methods.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of allocated office equipment such as computer, computer accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to records and documents such as Records in the form of Prescriptions, bincards, daily activity register, delivery notes and copies of invoices-S11 and copies of Fo58

D. Any other

The role is responsible for the safety and storage and correct use of drugs in the Pharmacy

III. Decision Making:

The role makes decisions for the team and unit in planning, Policy implementation, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections and communicable diseases in the hospital, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: The role works night shifts and extended hours

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Master's degree in Pharmacy or any other relevant discipline

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as Pharmacist by the Pharmacy and Poison Board
- Member of the Pharmaceutical Society of Kenya
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires nine (9) years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Ethics and Jurisprudence in Pharmacy - that is, regulatory requirements mainly Cap 244 and Cap 245 • Communicating effectively • Resource management	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation

• Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Financial acumen • Computer literacy	• Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Pharmacist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching and Referral Hospital/National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Assistant Chief Pharmacist
Direct reports:	Pharmacists and Pharmacist Interns
Job Purpose	
To support the overall mandate of the Ministry of Health by ensuring effective management and provision of pharmaceutical services in the hospital.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee the training of Pharmacist Interns and pharmaceutical technologist interns and students • Orient and train Pharmacist Interns, pharmaceutical technologist interns and pharmaceutical technology students on the work of pharmacy staff in the hospital. • Oversee the satellite pharmacies inside the hospital and outside the hospital where pharmacy interns, students and pharmaceutical technologists are working • Train other cadres including Nursing staff, Pharmacy Interns, Pharmaceutical Technologists on therapeutic drug monitoring.	
II. Operational Responsibilities	
Responsibility 1: Dispense medicines and counsel of patients in medicine use • Screen prescriptions for legal validity, drug contra-indications, drug interations, appropriateness dose , frequency and duration and patient convenience. • Prepare medication for patients based on prescription from authorised prescribers. • Assemble and label medication as per prescription.	

- Give instructions to the patients on the function of the medicine, the dosage, duration of therapy and possible side effects.
- Ensure records on dispensed medicines are up to date.

Responsibility 2: Control medicine stock

- Ensure that all transactions involving medicines are documented in the approved logistic management system.
- Reconcile variances in discrepancies of medicine stocks
- Carry out various analyses such as drug consumption reports so as to guide in the procurement of medicines.

Responsibility 3: Compounding of extemporaneous preparations

- Assess prescription needs of the patient from an authorised prescriber.
- Collect ingredients and mix with other excipients as needed for the medicine in the right quantities.
- Calculate the viable stability time of the drug to give the appropriate due or expiry date.
- Ensure proper dispensation and/or storage of the compounded medicine.

Responsibility 4: Control of medicines supply chain activities

- Prepare lists of medications that are required at the hospital.
- Inspect medications that are supplied to the institution to ensure correct quantities are received.
- Monitor for poor quality products and report as appropriate

Responsibility 5: Provision of pharmaceutical care

- Reconcile patient's prescription needs to the medicines available.
- Advise patients and prescribers on the medication requirements for special categories such as pregnant women; infants; patients with multiple ailments; breastfeeding mothers and patients sensitive to certain medications.
- Carry out therapeutic drug monitoring to ensure adequate and safe quantities of medication in bodies of patients.
- Adjust patient medication based on both patient factors and progress of management of ailment.
- Monitor and report any medication errors, adverse drug reactions.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for ensuring user fees is charged and collected as per regulations.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of medication reports

D. Any other

The role is responsible for the safekeeping and general custodianship of medical drugs at the hospital

III. Decision Making:

The role makes decisions for own area of work in terms of allocation of duties and planning for self on a day to day basis

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to allergic reactions from contact with certain medicines, violent nature of some patients and risk of infections from patients with airborne diseases

Frequency: Daily

Working at non-standard hours

Nature: The role works night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Pharmacy Degree recognized by the Pharmacy and Poisons Board

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya

Previous relevant work experience required

The role requires five (5) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of CAP 244 (Pharmacy and Poisons Act) • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Pharmacist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Pharmacist
Direct reports:	N/A

Job Purpose

To support the overall mandate of the Ministry of Health by ensuring effective dispensing of medication in the institutions.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Supervise and train Pharmacy Interns, manage Pharmacy Assistants and training students

- Supervise and advise Pharmacy Assistants (Pharmaceutical Technologists) on the day to day activities of the Pharmacy.
- Orient and train Pharmacy Interns and Students on the work of pharmacy staff in the hospital.
- Oversee the satellite pharmacies inside the hospital and outside the hospital where pharmacy interns, students and pharmaceutical technologists are working
- Train other cadres including Nursing staff, Pharmacy Interns, Pharmaceutical Technologists on therapeutic drug monitoring.

II. Operational Responsibilities

Responsibility 1: Dispense medicines and counsel of patients in medicine use

- Prepare medication for patients based on prescription from authorised officer.
- Assemble and label medication according to authorised officer's prescriptions.
- Give instructions to the patients on the function of the medicine, the dosage, duration of therapy and possible side effects.

- Ensure records on dispensed medicines are up to date.

Responsibility 2: Control medicine stock

- Record all stock movement of drugs in materials such as bincards or computer software.
- Reconcile variances in discrepancies of medicine stock
- Carry out various analyses such as drug consumption reports so as to guide in the procurement of medicine.

Responsibility 3: Compounding of extramoreneous preparations

- Assess prescription needs of the patient from authorised officer.
- Collect ingredients and mix with other excipients as needed for the medicine in the right quantities.
- Calculate the viable stability time of the drug to give the appropriate due or expiry date.
- Ensure proper dispensation and/or storage of the compounded medicine.

Responsibility 4: Control medicines supply chain activities

- Prepare lists of medications that are required at the institution.
- Carry out inter facility transfer of medications according to their individual needs.
- Inspect medications that are supplied to the institution to ensure quantities and quality is correct.

Responsibility 5: Ensure pharmaceutical care

- Reconcile patient's prescription needs to the medicines available.
- Advise patients and authorised officers on the medication requirements for special categories such as pregnant women; infants; patients with multiple ailments; breastfeeding mothers and patients sensitive to certain medications.
- Carry out therapeutic drug monitoring to ensure adequate and safe quantities of medication in bodies of patients.
- Adjust patient medication based on both patient factors and progress of management of ailment.
- Initiate appropriate measures to counter medication related issues such as drug adverse reactions, drug side effects and drug tolerance.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of medication reports

D. Any other

The role is responsible for the safekeeping and general custodianship of medical drugs at the pharmacy

III. Decision Making:

The role makes decisions for own area of work in terms of allocation of duties and planning for self on a day to day basis

IV. Working Conditions:

Physical challenges

Nature: The role is exposed violent nature of many patients and risk of infections from patients with airborne diseases

Frequency: Daily

Working at non-standard hours

Nature: The role works night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Pharmacy Degree recognized by the Pharmacy and Poisons Board

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya

Previous relevant work experience required

The role requires 1 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 1 year(s).

Functional Skills	Behavioural Competencies/Attributes

• Knowledge of CAP 244 (Pharmacy and Poisons Act) • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Pharmacist – Intern**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Pharmacist
Direct reports:	N/A
Job Purpose	
To support the overall mandate of the Ministry of Health by ensuring effective dispensing of medication in the institutions.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Dispense medicines and counsel of patients in medicine use • Prepare medication for patients based on prescription from authorised officer. • Assemble and label medication according to authorised officer's prescriptions. • Give instructions to the patients on the function of the medicine, the dosage, duration of therapy and possible side effects. • Ensure records on dispensed medicines are up to date. **Responsibility 2: Control medicine stock** • Record all stock movement of drugs in materials such as bincards or computer software. • Reconcile variances in discrepancies of medicine stock • Carry out various analyses such as drug consumption reports so as to guide in the procurement of medicine. **Responsibility 3: Compounding of extramoreneous preparations** • Assess prescription needs of the patient from authorised officer.	

- Collect ingredients and mix with other excipients as needed for the medicine in the right quantities.
- Calculate the viable stability time of the drug to give the appropriate due or expiry date.
- Ensure proper dispensation and/or storage of the compounded medicine.

Responsibility 4: Ensure pharmaceutical care

- Reconcile patient's prescription needs to the medicines available.
- Advise patients and authorised officers on the medication requirements for special categories such as pregnant women; infants; patients with multiple ailments; breastfeeding mothers and patients sensitive to certain medications.
- Carry out therapeutic drug monitoring to ensure adequate and safe quantities of medication in bodies of patients.
- Adjust patient medication based on both patient factors and progress of management of ailment.
- Initiate appropriate measures to counter medication related issues such as drug adverse reactions, drug side effects and drug tolerance.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of medication reports

D. Any other

The role is responsible for the safekeeping and general custodianship of medical drugs at the pharmacy

III. Decision Making:

The role makes decisions for own area of work in terms of allocation of duties and planning for self on a day to day basis

IV. Working Conditions:

Physical challenges

Nature: The role is exposed violent nature of many patients and risk of infections from patients with airborne diseases

Frequency: Daily

Working at non-standard hours

Nature: The role works night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Pharmacy Degree recognized by the Pharmacy and Poisons Board

Professional Qualifications / Membership to professional bodies

- Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board
- Member of the Pharmaceutical Society of Kenya

Previous relevant work experience required

The role is an entry level position.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of CAP 244 (Pharmacy and Poisons Act) • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Chief Pharmaceutical Technologist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Pharmacy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Pharmacist
Direct reports:	Deputy Chief Pharmaceutical Technologists
Job Purpose	
To assist the Ministry of Health achieve its mandate by ensuring that pharmaceutical technologists compound, manufacture, procure and dispense drugs and medicines according to the laid down regulations.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan the daily activities of the Pharmaceutical Services unit • Coordinate the capacity building of Pharmaceutical Technologists nationally. • Liaise with County officials with regards to the pharmaceutical services. • Update Pharmaceutical Technologists nationally on new policies formulated annually at the Kenya Pharmaceutical Association Conference. • Coordinate the implementation of the Kenya National Pharmaceutical Policy. **Responsibility 2: Supervise Pharmaceutical Technologists** • Supervise the examinations of Pharmaceutical Technologists for them to be enrolled. • Supervise interns in pharmaceutical technology at the facilities facilitated by the Pharmacy and Poisons Board. • Ensure that Pharmaceutical Technologists adhere to the Code of Ethics as per the Kenya Pharmaceutical Association. • Monitor and evaluate pharmaceutical services nationally. • Participate in the development of the curriculum for diploma training of Pharmaceutical Technologists.	

II. Operational Responsibilities
N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include personal computers, office furniture and various office stationary B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for own area of work of team in terms of planning for scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings and conferences and monitoring and evaluation Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Pharmacy
Professional Qualifications / Membership to professional bodies
• Enrolled as Pharmaceutical Technologist by the Pharmacy and Poisons Board





• Member of the Kenya Pharmaceutical Association (KPA) • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Cap 244 Laws of Kenya • Knowledge of the Public Health Act • Keep abreast with the changing pharmaceutical products • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Pharmaceutical Technologist**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	Mathari National and Referral Hospital
Reporting Relationships	
Reports to:	Chief Pharmaceutical Technologist
Direct reports:	Senior Pharmaceutical Technologists

Job Purpose

To ensure the Ministry of Health achieve its mandate through planning and coordinating of the provision of quality pharmaceutical services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan day to day activities of Pharmacy unit at the facility

- Ensure availability of pharmaceutical commodities.
- Ensure pharmaceutical services and equipment are working properly.
- Develop annual work plans.

Responsibility 2: Supervise Pharmaceutical Technologist

- Schedule and allocate duties to Pharmaceutical Technologists.
- Carry out pharmaceutical appraisals for Pharmaceutical Technologists.
- Identifies training needs and forwards to the ministerial training team for approval.

Responsibility 3: Coordinate pharmaceutical services in the facility

- Attend hospital management meetings on a quarterly basis.
- Develop pharmaceutical services reports on a daily basis.
- Coordinate the Pharmacy unit's activities with those of other units in the hospital.
- Deputises the Chief Pharmaceutical Technologist.

II. Operational Responsibilities

Responsibility 1: Evaluate pharmaceutical services in the facility

- Ensure prudent use of resources.

- Ensure client satisfaction through timely service provision.
- Ensure adherence to all pharmacy guidelines.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for any safekeeping and general custodianship of computers and dispensing equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records or data on client dosages and regiments.

D. Any other

N/A

III. Decision Making:

The role is in charge of making decisions for own area of work in terms of planning on how to undertake allocated or scheduled duties.

IV. Working Conditions:

Physical challenges

Nature: Biochemical hazards from drugs, accidents from hostile clients and infections from clients

Frequency: Daily

Working at non-standard hours

Nature: Non-standard hours on the night shifts

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy.

Professional Qualifications / Membership to professional bodies

- Enrolled as Pharmaceutical Technologist by the Pharmacy and Poison Board
- Member of the Kenya Pharmaceutical Association
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with the Pharmacy and Poison Act Cap 244 • Senior management course • Psychotropic Substance Act 245 • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Honesty and integrity • Positive working attitude • Ability to work with minimal supervision • Creativity and innovation • Ability to get well with diverse workforce • Interpersonal relation • Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Pharmaceutical Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Deputy Chief Pharmaceutical Technologist
Direct reports:	Pharmaceutical Technologist I
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by executing pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage pharmaceutical services in a health facility • Coordinate pharmaceutical services in the health facilities. • Ensure availability of pharmaceutical supplies and inventory management. • Ensure adequate staffing levels in the unit at the facility. **Responsibility 2: Enforce pharmaceutical standards and quality assurance at the facility** • Ensure dispensing standard operational procedures are available and followed. • Ensure availability of appropriate systems, registers and record books in the Pharmacy. • Ensure proper storage of all pharmaceutical supplies. **Responsibility 3: Day to day planning of operations in the pharmaceutical unit at the facility** • Prepare the duty roster, leave roster and off duty approvals. • Ensure timely procurement of pharmaceutical supplies. • Ensure monthly reports on workload, TB, anti-retrovirals and collections are timely.	
II. Operational Responsibilities	

Responsibility 1: Dispense drugs and medicines

- Receive and interpret prescriptions for processing and labelling.
- Counsel the outpatients and inpatients on drugs and medicines use.
- Liaise with prescribers on use of drugs for patients.

Responsibility 2: Train hospital staff and attachment staff

- Develop a training programme for the department.
- Train and assess students on attachment in the facility.
- Organise and present continuous medical education to the hospital staff.
- Conduct public health education at the outpatient departments and other clinics.

Responsibility 3: Attend to scheduled meetings at the facility

- Conduct medicines and therapeutic meetings in the hospital.
- Attend Hospital Management Committee meetings.
- Participate in Executive Expenditure Committee Meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

Pharmaceutical departmental records and data

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of scheduling leave and assigning of duties (leave roster and duty roster)

IV. Working Conditions:

Physical challenges

Nature: Infections and non-communicable diseases from patients

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Daily

Out of station travelling

Nature: To collect pharmaceutical supplies

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy

Professional Qualifications / Membership to professional bodies

- Enrolled as Pharmaceutical Technologist by the Pharmacy and Poisons Board
- Member of the Kenya Pharmaceutical Association

Previous relevant work experience required

The role requires nine (9) years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Pharmaceutical Technologist I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Pharmacy
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Senior Pharmaceutical Technologist
Direct reports:	Pharmaceutical Technologist II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing in implementation of health policies and pharmaceutical services in curative, rehabilitative and palliative health.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage pharmaceutical technology operation • Supervise Pharmaceutical Technologists, other staff and student trainees. • Ensure timely preparation of reports including malaria, tuberculosis, ARV's drugs and their consumption.	
II. Operational Responsibilities	
Responsibility 1: Provide good dispensing practices • Verify, interpret and process orders and prescription. • Compound, package and label pharmaceuticals. • Counsel patients on drug therapies. • Record and maintain registers of drugs dispensed. **Responsibility 2: Ensure quality standards** • Assist in development and implementation of standard operation procedures. • Apply appropriate systems and tools to collect data relating to drugs. • Facilitate pharmacovigilance among other health care providers. **Responsibility 3: Ensure effective management of inventory** • Assist in planning and budgeting for procurement of pharmaceuticals and supplies.	

- Document and maintain registers/data to drugs received and issued.
- Carry out periodic stock takes and monitor expiry dates of pharmaceuticals.

Responsibility 4: Carry out training

- Conduct continuous medical examination sessions relating to drugs and other health care products.
- Participate in meetings such as medicines and therapeutic committee infection prevention control.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the general custodianship of storage equipment such as pharmaceutical refrigerator

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of prescriptions and drug registers

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of timelines to prepare reports.

IV. Working Conditions:

Physical challenges

Nature: Infections and non-communicable diseases from patients

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Daily

Out of station travelling

Nature: To collect pharmaceutical supplies and drugs or redistribute to different outlets

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy
Professional Qualifications / Membership to professional bodies
• Enrolled member of the Pharmacy and Poisons Board • Member of the Kenya Pharmaceutical Association
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Pharmacy and Poisons Act Cap 244 • Public Procurement and Disposal Act • Policy implementation • Oral/written communication • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Pharmaceutical Technologist II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching & Referral Hospital/National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Pharmaceutical Technologist I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing quality pharmaceutical services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage pharmaceutical technology operations • Mentor and supervise pharmaceutical technologist interns, pharmaceutical technology students and other lower cadre staff in the pharmacy. • Ensure timely preparation of medicine consumption reports	
II. Operational Responsibilities	
Responsibility 1: Dispensing medicines to patients/clients • Verify, interpret and process orders and prescriptions. • Compound, package and label pharmaceuticals. • Counsel patients on drug therapies. • Record and maintain registers of drugs dispensed. **Responsibility 2: Ensure quality standards**	

- Assist in development and implementation of standard operating procedures for pharmacy operations.
- Apply appropriate systems and tools to collect data relating to drugs.
- Sensitise other health care providers and consumers on pharmacovigilance.

Responsibility 3: Ensure effective management of inventory

- Assist in planning and budgeting for procurement of pharmaceuticals and supplies.
- Document and maintain registers/data for drugs received and issued.
- Carry out periodic stock takes and monitor expiry dates of pharmaceuticals.

Responsibility 4: Carry out training

- Conduct continuous medical education sessions relating to drugs and other health care products.
- Participate in meetings such as Medicines and Therapeutic Committee, infection prevention control.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for ensuring user fees is charged and collected as per the hospital management guidelines.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the general custodianship of storage equipment such as pharmaceutical refrigerator

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of medicines, prescriptions and drug registers

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to allergic reactions from contact with certain medicines, violent nature of some patients and risk of infections from patients with airborne diseases

Frequency: Daily

Working at non-standard hours

Nature: Night duty, weekends and public holidays.

Frequency: Daily

Out of station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy

Professional Qualifications / Membership to professional bodies

- Certificate of Enrolment as a Pharmaceutical Technologist by the Pharmacy and Poisons Board
- Member of the Kenya Pharmaceutical Association

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Pharmacy and Poisons Act Cap 244 • Public Procurement and Disposal Act • Policy implementation • Oral/written communication • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Pharmaceutical Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching & Referral Hospital/National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Pharmaceutical Technologist I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing quality pharmaceutical services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Dispensing medicines to patients/clients • Verify, interpret and process medication prescriptions. • Compound, package and label pharmaceuticals under supervision of a more senior officer. • Provide medicine use counselling to patients/clients. • Document all transactions on medicines and retain prescriptions as appropriate. **Responsibility 2: Ensure quality standards** • Comply with the departments Standard Operating Procedures in provision of pharmaceutical services. • Apply appropriate systems and tools to collect data relating to pharmaceutical services in the hospital. • Monitor medicines for poor quality and report any suspected poor quality products.	

- Advice patients/clients and other healthcare providers on action to take in case of suspected adverse drug reactions.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for ensuring user fees is charged and collected as per the hospital management guidelines.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to allergic reactions from contact with certain medicines, violent nature of some patients and risk of infections from patients with airborne diseases

Frequency: Daily

Working at non-standard hours

Nature: Night duty, weekends and public holidays.

Frequency: Daily

Out of station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy

Professional Qualifications / Membership to professional bodies

- Certificate of Enrolment as a Pharmaceutical Technologist by the Pharmacy and Poisons Board
- Member of the Kenya Pharmaceutical Association

Previous relevant work experience required

N/A: This is the entry level for this cadre.

Functional Skills	Behavioural Competencies/Attributes
• Pharmacy and Poisons Act Cap 244 • Public Procurement and Disposal Act • Policy implementation • Oral/written communication • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Willing to work under supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Chief Inspector of Drugs**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Pharmacist
Direct reports:	Inspectors of Drugs in the Regions
	Heads of Points of Entry

Job Purpose

To ensure that the Ministry of Health achieves its mandate by promoting and maintaining Health standards through enforcement of health related acts, rules and regulations on drugs.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Administer and formulate policies on drug laws at the national level

- Liaise with other stakeholders in periodic reviewing of existing drug laws and developing new policies and guidelines to mitigate emerging trends in drug use and abuse.
- Ensure that individuals or teams implement policies, guidelines and laws appropriately so that the targets of the Ministry and the unit are met.
- Monitor and evaluate policies and guidelines to ensure that they are serving the intended purpose.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Build capacity of the Inspectorate team

- Ensure that all serving officers acquire the necessary training and skill, internal and external, needed to effectively enforce the drug laws.
- Offer technical support for officers when needed.

Responsibility 2: Ensure the effective management of inspectorate functions

- Periodically review the staff establishment to align with the workload and coordinate the process of recruiting additional personnel when the need arises.

- Coordinate the development of the Unit's annual work plan and the related budget.
- Plan for and mobilise financial support from the ministry, development partners and other stakeholders.
- Ensure the effectiveness of the Inspectorate team by availing the necessary resources, tools and vehicles for use in their discharge of duty.
- Coordinate the participation of necessary Government and civic groups in supporting the enforcement of the law by the Inspectorate teams.
- Ensure that the Drug Inspectorate service is accessible and availed where required by identifying areas of need.

Responsibility 3: Manage personnel for the unit

- Manage the performance contracting and review process and facilitate staff career progression.
- Ensure staff productivity by promoting sound personnel management and staff welfare practices

III. Operational Responsibilities

Responsibility 1: Direct and co-ordinate Drug Inspectorate functions and objectives nationally

- Ensure services are provided in accordance with the standard operating procedures.
- Receive and resolve complaints lodged by citizens or officers.
- Receive, collate and compile drug crime statistics and advice the Ministry accordingly.
- Recommend appropriate means for safe disposal of pharmaceutical waste.

Responsibility 2: Monitor the use of psychotropic, tranquilizers and other dangerous drugs

- Liaise with importers, distributors and retailers on rational use and distribution of antibiotics, narcotics and psychotropic.
- Liaises with other partner Government agencies involved in the campaign against drug abuse for purposes of controlling drug misuses and abuse.
- Advise the ministry on the current prescribing trends on the illicit psychotropic and tranquilizes at the Government health institutions.

Responsibility 3: Ensure samples which require laboratory analysis are forwarded promptly to relevant testing agency

- Ensure that samples to the national quality control laboratory or any other prequalified laboratory are received in line with standard guidelines.

- Ensure efficient service delivery by tracking and collecting sample test results from the service provider timely.
- Facilitate the quick resolution of cases by communicating test results to requesting Inspectorate Officers.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of the equipment allocated to it such as Computers, Office Furniture, Vehicles and Minilabs

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as Inspection reports, list of traders involved in pharmaceutical trade.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team and Unit on policy implementation, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Hazards from drugs being inspected

Frequency: Monthly

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences and monitoring and evaluation

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy and any other recognised qualification

Professional Qualifications / Membership to professional bodies
• Enrolled by the Pharmacy and Poisons Board • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Inspector of Drugs**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Inspector of Drugs
Direct reports:	Senior Inspectors of Drugs

Job Purpose

To ensure that the Ministry of Health achieves its mandate by promoting and maintaining Health standards through enforcement of health related acts, rules and regulations on drugs.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Build capacity of the Inspectorate team

- Ensure that all serving officers acquire the necessary training and skill, internal and external, needed to effectively enforce the drug laws.
- Offer technical support for officers when needed.

Responsibility 2: Ensure the effective management of inspectorate functions

- Periodically review the staff establishment to align with the workload and coordinate the process of recruiting additional personnel when the need arises.
- Coordinate the development of the Unit's annual work plan and the related budget.
- Plan for and mobilise financial support from the ministry, development partners and other stakeholders.
- Ensure the effectiveness of the Inspectorate team by availing the necessary resources, tools and vehicles for use in their discharge of duty.
- Coordinate the participation of necessary Government and civic groups in supporting the enforcement of the law by the Inspectorate teams.
- Ensure that the Drug Inspectorate service is accessible and availed where required by identifying areas of need.

Responsibility 3: Manage personnel for the unit

- Manage the performance contracting and review process and facilitate staff career progression.
- Ensure staff productivity by promoting sound personnel management and staff welfare practices

III. Operational Responsibilities

Responsibility 1: Co-ordinate Drug Inspectorate functions and objectives nationally

- Ensure services are provided in accordance with the standard operating procedures.
- Receive and resolve complaints lodged by citizens or officers.
- Receive, collate and compile drug crime statistics and advice the Ministry accordingly.
- Recommend appropriate means for safe disposal of pharmaceutical waste.

Responsibility 2: Monitor the use of psychotropic, tranquilizers and other dangerous drugs

- Liaise with importers, distributors and retailers on rational use and distribution of antibiotics, narcotics and psychotropic.
- Liaises with other partner Government agencies involved in the campaign against drug abuse for purposes of controlling drug misuses and abuse.
- Advise the ministry on the current prescribing trends on the illicit psychotropic and tranquilizes at the Government health institutions.

Responsibility 3: Ensure samples which require laboratory analysis are forwarded promptly to relevant testing agency

- Ensure that samples to the national quality control laboratory or any other prequalified laboratory are received in line with standard guidelines.
- Ensure efficient service delivery by tracking and collecting sample test results from the service provider timely.
- Facilitate the quick resolution of cases by communicating test results to requesting Inspectorate Officers.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of the equipment allocated to it such as Computers, Office Furniture, Vehicles and Minilabs

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as Inspection reports, list of traders involved in pharmaceutical trade.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team and Unit on policy implementation, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Hazards from drugs being inspected

Frequency: Monthly

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences and monitoring and evaluation

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy and any other recognised qualification

Professional Qualifications / Membership to professional bodies

- Enrolled by the Pharmacy and Poisons Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Inspector of Drugs**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Regional Offices/Ports of Entry
Reporting Relationships	
Reports to:	Chief Inspector of Drugs
Direct reports:	Inspectors of Drugs I
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring and maintaining quality health standards through enforcement of health related acts of parliament and Government policies.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee and coordinate everyday activities within the region • Ensure that records of activities/ inspections are well kept and ready for reporting. • Ensure that policies related to inspection of drugs are implemented. **Responsibility 2: Build the capacity of the inspectorate team** • Ensure that all serving officers acquire the necessary training and skill both internal and external needed to effectively enforce the drug laws. • Offer technical support for officers when needed. **Responsibility 3: Manage human resources for the unit** • Manage performance appraisals and review process, and facilitate staff career progression • Ensure staff productivity by promoting sound personnel management and staff welfare practices.	
II. Operational Responsibilities	
Responsibility 1: Co-ordinate drug inspectorate functions and objectives in the region • Ensure services are provided in accordance with the standard operating procedures	

- Receive and resolve complaints lodged by citizens or officers.
- Receive, collate and compile drug crime statistics and advices the Ministry accordingly.
- Recommend appropriate means for safe disposal of pharmaceutical waste.

Responsibility 2: Supervise visits to sites to be inspected

- Ensure that the work reported to be done has been documented
- Address complaints raised during field visits.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of laptops, office furniture and tablets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as inspection reports, list of traders involved in pharmaceutical trade.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Diploma in Pharmacy	
Professional Qualifications / Membership to professional bodies	
• Enrolled by the Pharmacy and Poisons Board • Senior Management Course from a recognized institution not less than 4weeks	
Previous relevant work experience required	
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Inspector of Drugs I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Regional offices
Reporting Relationships	
Reports to:	Senior Inspector of Drugs
Direct reports:	Inspector of Drugs II and III
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring and maintaining quality health standards through enforcement of health related acts of parliament and Government policies.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee and coordinate everyday activities within the region • Ensure that records of activities/ inspections are well kept and ready for reporting. • Ensure that policies related to inspection of drugs are implemented. **Responsibility 2: Build the capacity of the inspectorate team** • Ensure that all serving officers acquire the necessary training and skill both internal and external needed to effectively enforce the drug laws. • Offer technical support for officers when needed. **Responsibility 3: Manage personnel for the unit** • Manage the performance appraisals and review process and facilitate staff career progression. • Ensure staff productivity by promoting sound personnel management and staff welfare practices.	
II. Operational Responsibilities	
Responsibility 1: Co-ordinate drug inspectorate functions and objectives in the region • Ensure services are provided in accordance with the standard operating procedures	

- Receive and resolve complaints lodged by citizens or officers.
- Receive, collate and compile drug crime statistics and advice the Ministry accordingly.
- Recommend appropriate means for safe disposal of pharmaceutical waste.

Responsibility 3: Supervise visits to sites to be inspected

- Ensure that the work reported to be done has been documented.
- Address complaints raised during field visits.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of laptops, office furniture and tablets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as inspection reports, list of traders involved in pharmaceutical trade.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Industrial and pharmaceutical waste and violence from arrested persons

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Drug inspection in the region

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Diploma in Pharmacy	
Professional Qualifications / Membership to professional bodies	
• Enrolled by the Pharmacy and Poisons Board • Course in Investigation and Prosecution at the CID training school	
Previous relevant work experience required	
The role requires six (6) years of cumulative relevant experience and to have to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Inspector of Drugs II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Regional Offices/Counties
Reporting Relationships	
Reports to:	Inspectors of Drugs I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring and maintaining quality health standards through enforcement of health related acts of parliament and Government policies.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Maintain registers of medical institutions • Maintain lists of public and private hospitals dealing in pharmacy retailing. • Maintain a register of wholesale and retail dealers in drugs and poisons and continuously updates the same. **Responsibility 2: Ensure proper use and handling of pharmaceutical sales** • Ensure outlets have practising licences and these are renewed as needed. • Ensure statutory records are duly kept and maintained. • Ensure quality medicines are distributed and dispatched to the public. • Ensure authorised persons work in pharmacy outlets. • Prosecute drug related crimes. **Responsibility 3: Audit Government of Kenya facilities** • Monitor the flow of drugs from stores-pharmacy to the wards. • Prevent and investigate pilfered drugs from the Government facilities.	

Responsibility 4: Monitor the usage of psychotropic and other dangerous drugs

- Promote national use and distribution antibiotics and narcotics.
- Prevent and control drug misuse and abuse.
- Monitor the prescribing trends of controlled substances.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of a tablet

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as inspection reports, list of traders involved in pharmaceutical trade

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Industrial and pharmaceutical waste and violence from arrested persons

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Drug inspection in the region

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy or Diploma in Law

Professional Qualifications / Membership to professional bodies

- Member of the Pharmaceutical Society of Kenya
- Member of the Kenya Pharmaceutical Association
- Non-Commissioned Officers Law Examinations in the Kenya Police Force
- Certificate of Discharge from the Kenya Police Force

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	**Behavioural Competencies/Attributes**
• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Good communication • Records management • Client service support and public relations	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources • Self-drive and commitment to duty • Team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Inspector of Drugs III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Pharmacy
Section / Unit:	Drug Inspectorate
Location / Work station:	Regional Offices/Counties
Reporting Relationships	
Reports to:	Inspectors of Drugs I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring and maintaining quality health standards through enforcement of health related acts of parliament and Government policies.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Maintain registers of medical institutions • Maintain lists of public and private hospitals dealing in pharmacy retailing. • Maintain a register of wholesale and retail dealers in drugs and poisons and continuously updates the same. **Responsibility 2: Ensure proper use and handling of pharmaceutical sales** • Ensure outlets have practising licences and these are renewed as needed. • Ensure statutory records are duly kept and maintained. • Ensure quality medicines are distributed and dispatched to the public. • Ensure authorised persons work in pharmacy outlets. • Prosecute drug related crimes. **Responsibility 3: Audit Government of Kenya facilities** • Monitor the flow of drugs from stores-pharmacy to the wards. • Prevent and investigate pilfered drugs from the Government facilities. **Responsibility 4: Monitor the usage of psychotropic and other dangerous drugs**	

- Promote national use and distribution antibiotics and narcotics.
- Prevent and control drug misuse and abuse.
- Monitor the prescribing trends of controlled substances.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of a tablet

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to documents such as inspection reports, list of traders involved in pharmaceutical trade

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Industrial and pharmaceutical waste and violence from arrested persons

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Drug inspection in the region

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Pharmacy or Diploma in Law

Professional Qualifications / Membership to professional bodies

- Member of the Pharmaceutical Society of Kenya

- Member of the Kenya Pharmaceutical Association
- Non-Commissioned Officers Law Examinations in the Kenya Police Force
- Certificate of Discharge from the Kenya Police Force

Previous relevant work experience required

The role is an entry level position.

Functional Skills	**Behavioural Competencies/Attributes**
• Training on Investigation and Prosecution • Relevant Regulatory Laws of Kenya e.g. Cap 244, Cap 254 etc. • Criminal psychology • Knowledge of the Penal Code, Judiciary process, the Kenya Police Act, Bill of Rights • Good communication • Records management • Client service support and public relations	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources • Self-drive and commitment to duty • Team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Director Nursing Services**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Divisional Head of Clinical Services
Direct reports:	Principal Registered nurse(Administration)
	Senior Nursing Officers

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing advisory services and policy direction on all nursing matters.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257

- Develop and review nursing policies in line with the Act.
- Interpret and disseminate policies and standards guidelines to the Counties.
- Domesticate international and regional nursing resolutions and ensure compliance with Kenyan nursing standards.

Responsibility 2: Develop and maintain standards and guidelines for nursing commodities

- Develop and provide guidance on specification tools for nursing commodities.
- Monitor and give technical support to the Counties on nursing commodities.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide technical advice on matters pertaining to Nursing Services

- Develop concept notes for the Cabinet Secretary (CS) on the subject matter of interest.
- Chair the meetings of nursing technical working groups.

- Sit in the Kenya Medical Training College Board and the Nursing Council of Kenya to articulate matters related to Nursing Services and ensure that training and practices in the ministry are in line with the Nursing Act and Government policies.
- Facilitate development and review of need based training programmes for Nurses.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for monitoring of Nursing Services.
- Conduct monitoring and evaluation visits to Counties to get information for sharing with Counties and National facilities for informing policy change.
- Develop monitoring and evaluation reports for sharing with stakeholders.

Responsibility 3: Facilitate research and promote innovations

- Chair the Board that comprises training institutions, nursing councils, professional bodies and the government to continuously look at aspects of training and research.
- Identify areas requiring research and innovation.
- Provide links with the training institutions to access their research, recommendations and findings

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services

- Provide relevant information Nursing Services to finance for budgeting purposes.
- Develop a procurement plan for Nursing Services.
- Develop the annual work plan for the Nursing Services unit.
- Develop strategic plans and for Nursing Services which guides County strategic plans.

Responsibility 2: Manage personnel for the Unit

- Manages the whole performance management process.
- Schedule duties and allocate responsibilities for staff in the Unit.
- Facilitate the process of recruitment of Nurses for National Institutions.

Responsibility 3: Support capacity building in specialised areas

- Identify areas of capacity building in the Nursing Services.
- Facilitate training of Nurses in the national and counties nursing unit.
- Develop training material for specified skills gaps in Nursing.

Responsibility 4: Supervise national health facilities

- Develop Interpersonal checklist for use in supervision of national health facilities.

- Work with Human Resources to address issues of staffing, promotions, training and discipline.
- Ensure the quality of nursing care by ensuring adequate tools etc. are availed for use.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office assets allocated to it such as computer, computer accessories and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team and the Unit on Policy implementation, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings, trainings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

A Master's degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing or any other related field.

Professional Qualifications / Membership to professional bodies
• Registration Certificate issued by the Nursing Council of Kenya. • Certificate in Str0ategic Leadership Development Programme lasting not less than six (6) weeks.
Previous relevant work experience required
The role requires 19 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director Nursing Services-Headquarters**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Nursing Services
Direct reports:	Senior Assistant Deputy Director Nursing Services
Job Purpose	

- Deputizes the Director Nursing Services or
- Ensure ministry of health achieves its mandate by providing technical advisory services on all matters of nursing to program heads

Key Responsibilities / Duties

II. Policy Responsibilities

Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257

- Facilitate development and review of nursing policies in areas of specialized nursing care.
- Interpret policies and standards guidelines on areas of specialized care DNS.

Responsibility 2: Develop and maintain standards and guidelines for nursing commodities

- Develop and provide guidance on specification tools for nursing commodities for specialized care.
- Monitor and evaluate status of nursing commodities for specialized care .
- Provide report to DNS for planning by the ministry.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide technical advice on matters pertaining to Nursing Services

- Develop concept notes for the DNS on the subject matter of interest.
- Attend meetings of nursing technical working groups as directed by DNS.

- Alternate member in Kenya Medical Training College Board and the Nursing Council of Kenya to articulate matters related to Nursing Services and ensure that training and practices in the ministry are in line with the Nursing Act and Government policies.
- Facilitate development and review of specialized training programmes for Nurses.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for monitoring of Nursing Services.
- Conduct monitoring and evaluation visits to Counties on specialized areas and report to DNS for informing policy change.
- Develop monitoring and evaluation reports for sharing with stakeholders by DNS.

Responsibility 3: Facilitate research and promote innovations

- Represent DNS in chairing the Board that comprises training institutions, nursing councils, professional bodies and the government to continuously look at aspects of training and research.
- Identify areas requiring research and innovation.
- Provide links with the training institutions to access their research, recommendations and findings

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services

- Provide critical information on areas of specialization in Nursing Services to finance for budgeting purposes.
- Develop the annual work plan for the specialized areas for Nursing Services unit.
- Contribute to development strategic plans and for Nursing Services which guides County strategic plans.

Responsibility 2: Support capacity building in specialised areas

- Identify areas of capacity building in the Nursing Services.
- Facilitate training of Nurses- Counties and Training Unit.
- Develop training material for specified skills gaps in Nursing.

Responsibility 3: Monitor and capacity build nurses in areas of specialization in national and County health facilities

- Develop Interpersonal checklist for use in monitoring specialized nursing care.
- Work with Human Resources to address issues of training on specialized areas.
- Ensure the quality of nursing care is maintained.

Job Dimensions:

I. Financial Responsibility:
Budgeting for specialized units.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Report functionality of machines for specialized care units. B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for the reguirements on specialized care and reports to DNS for plan of action.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings and conferences Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
A Master's degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing or any other related field.
Professional Qualifications / Membership to professional bodies
• Registration Certificate issued by the Nursing Council of Kenya. • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.
Previous relevant work experience required

The role requires 16 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	• Ability to articulate, formulate ,interpret and implement policies and development goals on specialized areas. • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director Nursing Services-Facility**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	N/A
Division:	N/A
Section / Unit:	Nursing
Location / Work station:	Mathare Referral Hospital
Reporting Relationships	
Reports to:	Medical superintendent/Director health Director Nursing Services
Direct reports:	Senior Assistant Deputy Director – Nursing Services

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing advisory services and policy implementation in workplace.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257/Mental Health Act

- Develop and review nursing policies in line with the Acts.
- Interpret and implement policies and standards guidelines.
- Develop standards and guidelines for provision of quality nursing services to patients.

Responsibility 2: Develop and maintain standards and guidelines for nursing commodities

- Develop and provide guidance on specification tools for nursing commodities.
- Monitor and give technical support to the hospital management team on nursing commodities.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide technical advice on matters pertaining to Nursing Services

- Develop concept notes for mental health services as may be required by supervisors.
- Advice the Director Nursing Services on matters of nursing in the health facility.
- A member of the management and disciplinary team.

- Member of nursing technical working groups.
- Facilitate development and review of need based training programmes for Nurses in specialized areas.
- Develop and maintain standards and guidelines for prison health services.
- Ensure protection and custody of patients and staff.
- Ensure arrangements of compensation in cases of injury in line of duty.
- Ensure conducive environment for enhancing patient recovery.
- Ensure security for patients and staff.
- Liaise with national and county health facilities with health units for smooth upward/downward referral of patients.
- Discuss and plan discharge patients' with the relatives as need arises.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for nursing care.
- Develop monitoring and evaluation tools for Nursing Services.
- Coordinating disease surveillance activities.
- Develop monitoring and evaluation reports.
- Plan and coordinate community outreaches.
- Integrate outpatient services with other services in the hospital.

Responsibility 3: Facilitate research and promote innovations

- Identify areas requiring research and innovation.
- Provide links with training institutions for placement and student mentorship.

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services

- Provide relevant information on Nursing Services director for budgeting purposes.
- Develop a procurement plan for Nursing Services.
- Develop the annual work plan for Nursing Services.
- Developing programme guiding principles and strategic framework for nursing services.

Responsibility 2: Manage personnel for the Hospital

- Appraise Nursing staff on a quarterly, medium and annual basis;
- Keeping custody of nursing staff data.
- Monitoring, evaluate and compile report.
- Providing leadership and guidance to nurses in the hospital.
- Participating in supervision, assessment and inspection of the hospital services.

Responsibility 3: Support capacity building in specialised areas

- Conduct trainings needs assessments for the nursing staff and advice accordingly.
- Develop training material for specified skills gaps in Nursing required for nursing services.
- Ensure continuing professional development for all the staffs.

Responsibility 4: Supervise the hospital services

- Develop checklist for use in supervision of hospital.
- Work with Human Resources to address issues of staffing, promotions, training and discipline of both uniformed and non uniformed nurses.
- Report to DNS on issues of misconduct.
- Ensure quality nursing care services within prison health service areas

Job Dimensions:

I. Financial Responsibility:

Oversee hospital payments.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of computer and electronic accessories, vital signs monitors, ECT machines, resuscitaires, autoclaving machines, refrigerators, delivery beds, patients' beds and wheel chairs

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of patient files, care index, care plan, treatment charts, diet sheets, pre and post-operative charts, mental status assessment charts, reports and policy documents, legal admission form

D. Any other

Ambulance

III. Decision Making:

- The role makes decisions for the unit in policy implementation at the institution.
- The role also makes decisions for the team in terms of work timelines, allocation of duties, staff deployment of nurses at the institution and disciplinary action to be taken on Nurses at the institution.
- The role makes decisions for the nursing interventions in care giving.

IV. Working Conditions:

Physical challenges

Nature: Exposure to violence by patients and care of paralysed patients.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management, Geriatric Nursing from a recognized institution

Professional Qualifications / Membership to professional bodies

- Registration Certificate issued by the Nursing Council of Kenya.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 16 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change	• Ability to articulate, interpret and implement national and international policies on mental health services and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results

• Building organisational capability • Policy development • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	• Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence • Counselling skills • Intellectual intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director-Headquarters**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director; Nursing Services
Direct reports:	Assistant Director Nursing Services
Job Purpose	
• Ensure ministry of health achieves its mandate by providing technical advisory services on all matters of nursing to program heads	
Key Responsibilities / Duties	
III. Policy Responsibilities	
Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257 • Facilitate development and review of nursing policies in areas of specialized nursing care. • Interpret policies and standards guidelines on areas of specialized care DNS. **Responsibility 2: Develop and maintain standards and guidelines for nursing commodities** • Develop and provide guidance on specification tools for nursing commodities for specialized care. • Designing training needs assessment tools, curriculum and program. • Monitor and evaluate status of nursing commodities for specialized care . • Provide report to DDNS for planning by the ministry.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide technical advice on matters pertaining to Nursing Services • Develop concept notes for the DDNS on the subject matter of interest.	

- Attend meetings of nursing technical working groups as directed by DDNS.
- Sits in the committee of NCK.
- Facilitate development and review of specialized training programmes for Nurses.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for monitoring of Nursing Services in the specific area of specialization.
- Conduct monitoring and evaluation visits to Counties on specialized areas and report to DDNS for informing policy change.
- Develop monitoring and evaluation reports for sharing with stakeholders.

Responsibility 3: Facilitate research and promote innovations in specific area of specialization

- Attend Research committee meetings in nursing councils, professional bodies and relevant ministry institutions to continuously look at aspects of training and research.
- Identify areas requiring research and innovation.
- Provide links with the training institutions to access their research, recommendations and findings

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services in area of specialization

- Provide critical information on areas of specialization in Nursing Services to finance for budgeting purposes.
- Develop the annual work plan for the specialized areas for Nursing Services unit.
- Contribute to development strategic plans and for Nursing Services which guides County strategic plans.

Responsibility 2: Support capacity building in specialised areas

- Identify areas of capacity building in the Nursing Services.
- Facilitate training of Nurses- Counties and Training Unit.
- Develop training material for specified skills gaps in Nursing.

Responsibility 3: Monitor and capacity build nurses in areas of specialization in national and County health facilities

- Develop Interpersonal checklist for use in monitoring specialized nursing care.
- Work with Human Resources to address issues of training on specialized areas.
- Ensure the quality of nursing care is maintained.

Job Dimensions:

I. Financial Responsibility:
Budgeting for specialized units.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Report functionality of machines for specialized care units. B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for the requirements on area of specialization and reports to DDNS for plan of action.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings, trainings and conferences Frequency: Monthly or as need arises.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
• Bachelors Degree in any of the following disciplines: Nursing, Midwifery or any other relevant qualification from a recognized institution; • Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management, Geriatric Nursing from a recognized institution
Professional Qualifications / Membership to professional bodies

- Registration Certificate issued by the Nursing Council of Kenya.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 13 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	• Ability to articulate, formulate, interpret and implement policies and development goals on specialized areas. • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director-Facility**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director Nursing Services (hospital NO I/C)
Direct reports:	Assistant Director Nursing Services

Job Purpose

Deputize Nursing Services manager in the referral hospital.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257

- Initiate development of policies, in area of specialization in line with scope of practice.
- Alternate member of National Hospital Management Team (HMT)
- Manage nursing services at a health facility;

Responsibility 2: Develop and maintain standards and guidelines for nursing commodities

- Develop and provide guidance on specification tools for nursing commodities.
- Develop standards and guidelines in the provision of nursing services in area of specialization

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide technical advice on matters pertaining to Nursing Services

- Strengthen application of nursing process at the service delivery point/area of specialization;

- Carry out comprehensive health needs assessment in the area of specialization
- Coordinate strategic/work planning for the department.
- Represent nursing services manager in the meetings of nursing technical working groups.
- Facilitate development and review of need based training programmes for Nurses.
- Coordinate implementation of nursing related projects and programmes
- Coordinate the implementation of health promotive and preventive programmes.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for monitoring of Nursing Services.
- Coordinate preparation of training plans/programmes for nurses

Responsibility 3: Facilitate research and promote innovations

- Identify areas requiring research and innovation.
- Formulate interventions to address identified health needs;
- Conduct studies and disseminate findings on health issues
- Design training needs assessment tools, curriculum and programmes;

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services

- Provide quantification and specifications for procurement of medical supplies and equipment
- Develop a procurement plan for Nursing Services.
- Develop the annual work plan for the prison Nursing Services.
- Develop programme guiding principles and strategic framework for Prison health programs;

Responsibility 2: Manage personnel for the Unit

- Appraise Nursing staff on a regular basis;
- Keep custody of nursing staff data;
- Ensure that nursing staff works within the framework and policy guidelines .
- Participate in supervision, assessment and inspection of facility and health services.
- Provide equitable distribution of nursing personnel within the health facility
- Facilitate the process of recruitment of nurses

Responsibility 3: Support capacity building in specialised areas

- Conduct trainings needs assessments for the nursing staff and advice accordingly.

- Develop training material for specified skills gaps in Nursing required for nursing services.

Responsibility 4: Supervise prison health facilities

- Develop Interpersonal checklist for use in supervision of the hospital.
- Maintain accurate data of nurses to help in promotions, recruitments development etc.
- Ensure quality nursing care services within prison health service areas

Job Dimensions:

I. Financial Responsibility:

Providing quantification and specifications for procurement of medical supplies and equipment;

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office assets allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team and the hospital on Policy implementation, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Exposure to hazards such as biomedical hazards, violence from patients, infections, non-communicable diseases, needle stick injuries

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours and night shifts

Frequency: Daily

Out of station travelling

Nature: Repatriation of patients and community follow-up

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
• Bachelor's Degree in any of the following disciplines: Nursing, Midwifery or any other relevant qualification from a recognized institution; • Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management, Geriatric Nursing from a recognized institution	
Professional Qualifications / Membership to professional bodies	
• Registration Certificate issued by the Nursing Council of Kenya. • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.	
Previous relevant work experience required	
The role requires 13 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence • Counselling skills • Intellectual intelligence

• Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director Nursing Services - Headquarters**
Job Group:	P
Ministry:	Ministry Of Health
State Department:	N/A
Department	Curative and Rehabilitative Services
Division:	N/A
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Nursing Services
Direct reports:	Principal Nursing Officer

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementation, review and interpretation of health and nursing policies, standards, guidelines and programmes.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Coordinate development of policies, standards and guidelines in the provision of Nursing Services

- Facilitate stakeholder meetings to develop policies.
- Coordinate the implementation of the reports.
- Oversee the dissemination of nursing policies to the facilities nationally.
- Participate in the development of policies, standards and guidelines.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure application of nursing policies, standards and guidelines at service delivery level

- Ensure the implementation of nursing policies, standards and guidelines at the national and county level.

- Monitor and evaluate the implementation of the nursing policies at service delivery.
- Put in place corrective measures for nursing processes.

Responsibility 2: Coordinate nursing research activities

- Identify areas in nursing with gaps which require research.
- Coordinate research activities and prepare reports to ensure findings inform policies.
- Mobilise resources from donor partners to support research activities.

Responsibility 3: Supervise Nurses implementing nursing activities

- Identify performance targets and carry out performance appraisal of nursing officers in the unit.
- Schedule and allocate duties to staff in the nursing unit.
- Identify training needs and refer to the Technical Training Committee for approval and support.

III. Operational Responsibilities

Responsibility 1: Implement continuing professional development programmes

- Monitor and evaluate health care services at the facility.

Responsibility 2: Prepare strategic/ annual work plans

- Prepare strategic/ annual work plans to support health facilities.
- Oversee the implementation of the work plans.
- Supervise through field visits implementation of work plans.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture and computer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of nursing documents and policies

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams by allocating duties, timelines, performance appraisal, supervision and discipline.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Works extended hours

Frequency: Ad hoc

Out of station travelling

Nature: The roles travels out of station for monitoring and evaluation and assessment of emerging issues

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

A Master's degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing or any other related field.

Professional Qualifications / Membership to professional bodies

- Registered and licensed by the Nursing Council of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires at least 10 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Nursing Act • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethic	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented and self-driven

• Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Computer literacy • Project/ program management and implementation	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director Nursing Services – Facility**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department	Curative and Rehabilitative Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Principal Nursing Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate in the provision of promotive, preventive, curative and rehabilitative health services to patients in the hospital and the community.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Coordinate development of policies, standards and guidelines in the provision of nursing services • Develops audit tools for the wards and departments. • Review service charters for all nursing departments. • Revise standard tools and distribute them in wards. • Audit and analyse audit results to check on progress made. • Disseminate and ensure implementation of policies.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Ensure application of nursing processes at service delivery level • Train Nurses on the nursing processes to use at the facility • Monitor and evaluate care being given to patients at the facility. • Ensure documentation of the nursing care plan at the facility. • Prepare reports to the in-charge of the facility regarding the nursing care plan. **Responsibility 2: Coordinate training programmes for student nurses** • Schedule training and research committees for the facility. • Organise master rotation plans for various schools.	

- Ensure Nurses get mentored for safe care.
- Gives report to institutions for learning purposes.
- Design training plans for the facility to address gaps.

Responsibility 3: Coordinate implementation of projects in the facility

- Use results of analysis of ward audits to reconnect projects and programmes.
- Works with various officers to design and implement projects for example ward renovations.

Responsibility 4: Implement Continuing Professional Development (CPD)

- Develop yearly CPD schedules to address needs of the hospital.
- Coordinate facilitation of the sessions.
- Write reports to access and determine progress.

Responsibility 5: Collaborate with management to ensure the department runs smoothly with adequate committees

- Take inventory to ensure department equipment is stored securely.
- Attend Hospital Management Committee meetings to articulate departmental issues.
- Prepare annual procurement plans and budget plans.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects. .

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of BP machine, Stethoscope, office furniture, computer, patient uniforms, vaccines, stretchers, wheel chairs, trolleys, medicine cupboards

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of nursing care plans, laboratory reports, charts, treatment charts, observation documents, cardexes

D. Any other

Ambulance

III. Decision Making:
The role makes decisions for teams in terms of allocating duties, timelines, performance appraisal, supervision and discipline
IV. Working Conditions:
Physical challenges Nature: Exposure to hazards such as biomedical hazards, violence from patients, infections, non-communicable diseases, needle stick injuries Frequency: Daily **Working at non-standard hours** Nature: Works extended hours and night shifts Frequency: Daily **Out of station travelling** Nature: Repatriation of patients and community follow-up Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
A Master's degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing or any other related field.
Professional Qualifications / Membership to professional bodies
• Registered and licensed by the Nursing Council of Kenya • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 10 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Nursing Act • Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented and self-driven

• High standards of professional ethics • Managerial and administrative • Leading teams • Financial acumen • Computer literacy • Project/ program management and implementation	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Principal Registered Nurse-Headquarters**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Nursing
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director; Nursing Services
Direct reports:	Principal Registered Nurse
Job Purpose	
Ensure ministry of health achieves its mandate by providing technical advisory services on all matters of specialised areas of nursing.	
Key Responsibilities / Duties	
II. Policy Responsibilities	
Responsibility 1: Ensure compliance to the provisions of the Nurses Act. CAP 257 • Facilitate development and review of nursing policies in areas of specialization. • Interpret policies and standards guidelines on areas of specialization to the DNS. **Responsibility 2: Develop and maintain standards and guidelines for nursing commodities** • Develop and provide guidance on specification tools for nursing commodities for specialized care. • Designing training needs assessment tools, curriculum and program on areas of specialization. • Monitor and evaluate status of nursing commodities for specialized care. • Provide report to DDNS for planning by the ministry.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide technical advice on matters pertaining to Nursing Services • Develop concept notes for the DDNS on the areas of specialization.	

- Attend meetings of nursing technical working groups as directed by DDNS.
- Sits in the committee of specialized care unit.
- Facilitate development and review of specialized training programmes for Nurses.
- Coordinate training plans and programmes for nurses in the area of specialization.

Responsibility 2: Monitor and evaluate Nursing Services

- Develop and review tools for monitoring of Nursing Services in the specific area of specialization.
- Conduct monitoring and evaluation visits to Counties on specialized areas and report to DDNS for informing policy change.
- Develop monitoring and evaluation reports on the areas of specialization for sharing with stakeholders.

Responsibility 3: Facilitate research and promote innovations in specific area of specialization

- Identify areas requiring research and innovation.
- Provide links with the training institutions to access their research, recommendations and findings

III. Operational Responsibilities

Responsibility 1: Plan and budget for Nursing services in area of specialization

- Provide critical information on areas of specialization in Nursing Services to finance for budgeting purposes.
- Develop the annual work plan for the specialized areas for Nursing Services unit.
- Contribute to development strategic plans and for Nursing Services which guides County strategic plans.

Responsibility 2: Support capacity building in specialised areas

- Identify areas of capacity building in the areas of specialization for Nursing Services.
- Facilitate training of Nurses- Counties and Training Unit.
- Participates in curriculum development for specified skills gaps in Nursing.

Responsibility 3: Monitor and capacity build nurses in areas of specialization in national and County health facilities

- Develop Interpersonal checklist for use in monitoring specialized nursing care.
- Work with Human Resources to address issues of training on specialized areas.

Job Dimensions:

I. Financial Responsibility:

Budgeting for commodities for specialized services.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Get reports on functionality of machines for specialized care units. B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for the requirements on area of specialization and reports to DDNS for plan of action.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: To attend emergency meetings Frequency: Ad hoc **Out of station travelling** Nature: Meetings, trainings and conferences Frequency: Monthly or as need arises.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Higher/Post Basic Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing from a recognized institution.
Professional Qualifications / Membership to professional bodies

- Registration Certificate issued by the Nursing Council of Kenya.
- Certificate in Senior Management Course lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Capacity building trends within the nursing field, Critical Care Nursing, Community Health Nursing, Nursing Management or Geriatric Nursing from a recognized degree • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Management and administrative • Public service focus • Delivery of quality results • Stakeholder focus • High standards of professional ethic	• Ability to articulate, formulate, interpret and implement policies and development goals on specialized areas. • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

		Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Nursing Officer – Facility**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Assistant Director of Nursing Services
Direct reports:	Chief Nursing Officer

Job Purpose

To support in the achievement of the overall mandate of the Ministry of health by accessing, planning, implementing and evaluating patient care in health facilities and in the community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Head a Nursing department in a facility

- Ensure availability of medical supplies.
- Ensure availability of Nurses in the institutions.
- Oversee the adherence to standard guidelines and procedure manuals in discharging services.
- Collaborate and maintain effective working relationships among interdisciplinary teams to support patient care.
- Conducts Quality Assurance Committee meetings regularly to identify gaps in patient care.
- Mobilise resources from donor partners for the management of patients.
- Prepare periodic reports e.g. patients care, supplies etc.
- Carry out performance appraisal of subordinate Nurses in the institution
- Identify training needs gaps for the Nurses in the institution and forward to the implementers and ensure Continuous Medical Education (CME's) is conducted
- Approve deployment of Nurses within the institution on qualification basis.

- Sit on the Hospital Management Committee and occasionally assist the Medical Superintendent in the daily running of the institution.

Responsibility 2: Control the admission and resettlement of patients

- Liaise with the Admission Committee to admit patients on a first come basis.
- Organise the resettlement of patients discharged into the community.
- Counsel patients and relatives before admission into the institution.
- Maintain admission and discharge registers for future references.

Responsibility 3: Follow up convalescing patients referred from higher facilities for continuity of patient care

- Ensure patients are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.

Responsibility 4: Carry out nursing research

- Conduct desk reviews to identify gaps in knowledge in the nursing field.
- Develop standard operational procedures for the nursing function at the institution.
- Coordinate disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Coordinate the development of recommendations based on research findings.

II. Operational Responsibilities

Responsibility 1: Carry out risk identification and assessment of an individual throughout the lifespan

- Develop evidence based nursing care plan for individualised patient care in a health facility.
- Carry out clinical audits i.e. objective examination of patients to continuously identify any abnormalities
- Ensure that infection prevention measures are applied in the health facilities for the safety of the environment.
- Ensure nursing cardexes for individualised patient care in health facilities are properly documented to support supervision frequently.
- Ensure all the nursing documents such as fluid input/output charts and observation charts are well maintained and up to date.

Responsibility 2: Conduct a community health risk assessment and provide outcome based interventions

- Liaise with community members to identify priority health issues that would require interventions for example identify minor ailments of school children and occupational health needs.
- Develop interventions and capacity build members of particular communities on health related issues.
- Implement interventions and continuously monitor and evaluate to establish impact of interventions in the community

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include nursing equipment such as blood pressure machines, suction machines, monitors, office furniture and fittings, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers, nursing documents

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the unit in policy implementation at the institution.
- The role also makes decisions for the team in terms of work timelines, allocation of duties, staff deployment of nurses at the institution and disciplinary action to be taken on Nurses at the institution.
- The role makes decisions for the nursing interventions in care giving.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards and chemical hazards on a daily busy such as infections from beddings, equipment and direct contact with patients. Chemical reagents used for example inhaled drugs leading to resistance and direct contact leading to physical effects.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in either Nursing or Midwifery

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid practising license from Nursing Council of Kenya
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 7 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Nursing Council regulations • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-active • Project/ program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Principal Registered Nurse – Facility**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	N/A
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Assistant Director of Nursing Services
	Senior Principal Registered Nurse
Direct reports:	Chief Registered Nurse

Job Purpose

To support in the achievement of the overall mandate of the Ministry of health by accessing, planning, implementing and evaluating patient care in health facilities and in the community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Head a Nursing unit at the facility

- Ensure availability of medical supplies.
- Ensure proper allocation of duties and tasks.
- Coordinate the provision of appropriate health services in a department.
- Oversee the adherence to standard guidelines and procedure manuals in discharging services.
- Collaborate and maintain effective working relationships among interdisciplinary teams to support patient care.
- Prepare periodic reports e.g. patients care, supplies etc.
- Carry out performance appraisal of subordinate Nurses in the department.
- Identify training needs gaps for the Nurses in the department and forward to the implementers.
- Ensure Continuous Medical Education (CME's) is conducted
- Approve deployment of Nurses within the department on qualification basis.

Responsibility 2: Control the admission and resettlement of patients

- Liaise with the units and admission centre on admission of patients.
- Organise the resettlement of patients discharged into the community.
- Counsel patients and relatives before admission into the institution.
- Maintain admission and discharge registers for future references.
- Facilitate patient referral.

Responsibility 3: Follow up convalescing patients referred from higher facilities for continuity of patient care

- Ensure patients are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.

Responsibility 4: Carry out nursing research

- Conduct desk reviews to identify gaps in knowledge in the nursing field.
- Develop standard operational procedures for the nursing function at the institution.
- Coordinate disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Coordinate the development of recommendations based on research findings.

II. Operational Responsibilities

Responsibility 1: Carry out risk identification and assessment of an individual throughout the lifespan

- Ensure evidence based nursing care plan for individualised patient care in the department.
- Carry out clinical audits i.e. objective examination of patients to continuously identify any abnormalities
- Ensure that infection prevention measures are applied in the department for the safety of the environment.
- Ensure nursing process is applied in patient care in the department.
- Ensure all the nursing documentation is maintained in the department.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include nursing equipment such as blood pressure machines, suction machines, monitors, office furniture and fittings, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers, nursing documents

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the unit in policy implementation at the institution.
- The role also makes decisions for the team in terms of work timelines, allocation of duties, staff deployment of nurses at the institution and disciplinary action to be taken on Nurses at the institution.
- The role makes decisions for the nursing interventions in care giving.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards and chemical hazards on a daily busy such as infections from beddings, equipment and direct contact with patients. Chemical reagents used for example inhaled drugs leading to resistance and direct contact leading to physical effects.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered

Nursing/Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution
Professional Qualifications / Membership to professional bodies
• Registered member of the Nursing Council of Kenya • Valid practising license from Nursing Council of Kenya • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Nursing Council regulations • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-active • Project/ program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Nursing Officer**
Job Group:	M
Ministry:	Ministry of Health
Department	Department of Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Senior Nursing Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate through providing preventive, promotive, curative and rehabilitative health services to individuals and families both in the hospitals and within the community.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Head a nursing unit at a facility • Oversee day to day management of nursing services at the unit in the facility. • Appraise nursing staff at the unit. • Identify training needs for staff and make recommendations to the Training Committee. • Ensure the highest quality of nursing care is given to patients. • Ensure the implementation of nursing processes. **Responsibility 2: Provide holistic care by identifying risk and assessment of individuals** • Ensure emergency preparedness in wards. • Ensure ambulances are readily available and well equipped. **Responsibility 3: Ensure availability of non-pharmaceuticals and cleaning materials in the wards** • Assess utilisation of non-pharmaceuticals in the hospital. • Develop a budget for non-pharmaceuticals and cleaning materials.	
II. Operational Responsibilities	
Responsibility 1: Provide a safe and secure nursing care environment	

- Conduct clinical patient audits to ensure high quality care.
- Ensure strict adherence to standard operating procedures.
- Conducts ward rounds and reviews patients' conditions.

Responsibility 2: Conduct community outreach services

- Conduct home visits to identify and assess support systems for discharged patients.
- Conduct school visits to educate the community on mental health issues.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of computer and electronic accessories, vital signs monitors, ECT machines, resuscitaires, autoclaving machines, refrigerators, delivery beds, patients' beds and wheel chairs

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of patient files, care index, care plan, treatment charts, diet sheets, pre and post-operative charts, mental status assessment charts, reports and policy documents, legal admission form

D. Any other

Ambulance

III. Decision Making:

The role makes decisions for the teams in terms of allocating duties, timelines, performance appraisal, supervision and discipline.

IV. Working Conditions:

Physical challenges

Nature: Exposure to physical and psychological violence such as human bites, being beaten and abused by patients, bio-medical hazards, infections

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours and night shifts

Frequency: Daily

Out of station travelling

Nature: Travels for home visits, school visits and follow up of patients Frequency: Weekly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in Nursing or Midwifery
Professional Qualifications / Membership to professional bodies
• Registered and Licensed by the Nursing Council of Kenya • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 4 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal relationships • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Project/program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Registered Nurse**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department:	N/A
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Principal Registered Nurse
Direct reports:	Senior Registered Nurse

Job Purpose

To support in the achievement of the overall mandate of the Ministry of health by accessing, planning, implementing and evaluating patient care in the ward and in the community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Head a Nursing unit at the facility

- Ensure availability of medical supplies.
- Ensure proper allocation of duties and tasks.
- Coordinate the provision of appropriate health services in the ward.
- Assess, plan and implement nursing interventions.
- Evaluate patient outcome.
- Oversee the adherence to standard guidelines and procedure manuals in discharging services.
- Collaborate and maintain effective working relationships among interdisciplinary teams to support patient care.
- Ensure regular review of the patients by consultants.
- Ensure occupational health need assessments and making appropriate recommendations.
- Ensure daily reviews by medical officers.
- Prepare periodic reports e.g. patients care, supplies etc.
- Carry out performance appraisal of subordinate Nurses in the ward.

- Identify training needs gaps for the Nurses in the ward and forward to the implementers.
- Ensure Continuous Medical Education (CME's) is conducted
- Ensure appropriate duty allocation.

Responsibility 2: Control the admission and resettlement of patients

- Liaise with admission centre on admission of patients.
- Liaise with other wards for inter-patient ward transfers.
- Organise with the relatives and Community Health Workers (CHW) on resettlement of patients discharged into the community.
- Counsel patients and relatives during admission into the ward and before discharge.
- Maintain admission and discharge registers for future references.
- Facilitate patient referral.
- Ensure patient security.

Responsibility 3: Follow up convalescing patients referred from higher facilities for continuity of patient care

- Ensure patients are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.

Responsibility 4: Carry out nursing research

- Conduct desk reviews to identify gaps in knowledge in the nursing field.
- Develop standard operational procedures for the nursing function at the ward.
- Coordinate disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Analyse research data.
- Coordinate the development of recommendations based on research findings.

II. Operational Responsibilities

Responsibility 1: Carry out risk identification and assessment of an individual throughout the lifespan

- Ensure evidence based nursing care plan for individualised patient care in the ward.
- Carry out clinical audits i.e. objective examination of patients to continuously identify any abnormalities

- Ensure that infection prevention measures are applied in the ward for the safety of the environment.
- Ensure nursing process is applied in patient care in the ward.
- Ensure all the nursing documentation is maintained in the ward.
- Carry out rehabilitative services with the next of kin of the patient.
- Ensure continuous counselling of the patients.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include nursing equipment such as blood pressure machines, suction machines, monitors, office furniture and fittings, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers, nursing documents

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the unit in policy implementation at the institution.
- The role also makes decisions for the team in terms of work timelines, allocation of duties, staff deployment of nurses at the institution and disciplinary action to be taken on Nurses at the institution.
- The role makes decisions for the nursing interventions in care giving.

IV. Working Conditions:

Physical challenges

Nature: Exposure to violence by patients and care of paralysed patients.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid practising license from Nursing Council of Kenya
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Nursing Council regulations • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-active • Project/ program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Nursing Officer**
Job Group:	L
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Chief Nursing Officer
Direct reports:	Nursing Officer/ Intern

Job Purpose

To support in the achievement of overall mandate of the Ministry of Health by accessing, planning, implementing and evaluating patient care in health facilities and in the community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out risk identification and assessment of an individual

- Develop evidence based nursing care plan for individualised patient care in a health facility.
- Carry clinical audits i.e. objective examination of patients to continuously identify any abnormalities.
- Ensure that infection prevention measures are put in place in the health facilities for the safety of the environment.
- Document nursing cardexes for individualised patient care in health facilities.
- Ensure all the nursing documents such as fluid input output charts and observation charts are well maintained and up to date.
- Examine patients and prescribe nursing interventions.

Responsibility 2: Conduct a community health risk assessment and providing outcome based interventions

- Liaise with community members to identify priority health issues that would require interventions for example identify minor ailments affecting school children and occupational health needs.
- Develop interventions and capacity builds members of particular communities on health related issues.
- Implement interventions and continuously monitor and evaluate to establish impact of interventions in the community.

Responsibility 3: Prepare the patients for resettlement to the community/ discharge program

- Organise the resettlement of patients discharged back into the community.
- Collaborate with the family on the patient care during admission and resettlement.
- Counsel patients and relatives before admission into the institution to manage expectations.
- Maintain admission and discharge registers for future reference.

Responsibility 4: Follow up convalescing patients referred from higher facilities for continuity of care

- Carry out home visits.
- Follow up on patients to ensure that they are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.
- Provide home based care.

Responsibility 5: Carry out nursing research

- Conduct desk reviews to identify gaps in knowledge in the nursing field.
- Carry out disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Develop recommendations based on research findings.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Nursing equipment such as blood pressure machines, stethoscope, nebulising machines, suction machines, monitors, office furniture and fittings, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers and nursing documents

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work of work in terms of planning on the execution of allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards and chemical hazards such as infections from beddings, equipment, direct contact with patients, also chemical reagents used for example inhaled drugs leading to resistance and direct contact leading to physical effects.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital/ unit/ward and on call 24 hours when not on night shift in the hospital

Frequency: Monthly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in either Nursing or Midwifery

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid practicing license from Nursing Council of Kenya

Previous relevant work experience required

The role requires 1 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 1 year(s).	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Nursing Act • Interpersonal relationships • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Project and program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Registered Nurse**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department:	N/A
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Chief Registered Nurse
Direct reports:	Registered Nurse I

Job Purpose

To support in the achievement of the overall mandate of the Ministry of health by accessing, planning, implementing and evaluating patient care in the ward and in the community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Head a Nursing unit at the facility

- Ensure proper allocation of duties and tasks.
- Coordinate the provision of appropriate health services in the ward.
- Assess, plan and implement nursing interventions to the assigned patients.
- Evaluate patient outcome.
- Ensure the adherence to standard guidelines and procedure manuals in discharging services.
- Collaborate and maintain effective working relationships among interdisciplinary teams to support patient care.
- Ensure regular review of the patients by consultants.
- Ensure occupational health need assessments and making appropriate recommendations.
- Ensure daily reviews by medical officers.
- Prepare periodic reports e.g. patients care, supplies etc.
- Identify training needs gaps for the Nurses in the ward and forward to the implementers.

- Ensure appropriate duty allocation.

Responsibility 2: Control the admission and resettlement of patients

- Liaise with admission centre on admission of patients.
- Liaise with other wards for inter-patient ward transfers.
- Organise with the relatives and Community Health Workers (CHW) on resettlement of patients discharged into the community.
- Counsel patients and relatives during admission into the ward and before discharge.
- Facilitate patient referral and plan with the immediate supervisor.
- Ensure patient security.

Responsibility 3: Follow up convalescing patients referred from higher facilities for continuity of patient care

- Ensure patients are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.

Responsibility 4: Carry out nursing research

- Conduct desk reviews on assigned patients to identify gaps in knowledge in the nursing field.
- Develop standard operational procedures for the nursing function.
- Analyse research data.
- Coordinate the development of recommendations based on research findings.

II. Operational Responsibilities

Responsibility 1: Carry out risk identification and assessment of an individual throughout the lifespan

- Ensure evidence based nursing care plan for individualised patient care.
- Ensure that infection prevention measures are applied for the safety of the environment.
- Ensure nursing process is applied in patient care.
- Ensure all the nursing documentation is maintained.
- Carry out rehabilitative services with the next of kin of the patient.
- Ensure continuous counselling of the patients.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include nursing equipment such as blood pressure machines, suction machines, monitors, office furniture and fittings, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers, nursing documents

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the unit in policy implementation at the institution.
- The role also makes decisions for the team in terms of work timelines, allocation of duties, staff deployment of nurses at the institution and disciplinary action to be taken on Nurses at the institution.
- The role makes decisions for the nursing interventions in care giving.

IV. Working Conditions:

Physical challenges

Nature: Exposure to violence by patients and care of paralysed patients.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution
Professional Qualifications / Membership to professional bodies
• Registered member of the Nursing Council of Kenya • Valid practising license from Nursing Council of Kenya • Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires 9 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Nursing Council regulations • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-active • Project/ program management and implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Nursing Officer I**
Job Group:	K
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Senior Nursing Officer
Direct reports:	N/A
Job Purpose	
To support in the achievement of the overall mandate of the Ministry of Health by accessing, planning, implementing and evaluating patient care in health facilities and in the community.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Carry out risk identification and assessment of an individual • Develop evidence based nursing care plan for individualised patient care in a health facility. • Carry out clinical audits i.e. objective examination of patients to continuously identify any abnormalities, • Ensure that infection prevention measures are put in place in the health facilities for the safety of the environment. • Document nursing cardexes for individualised patient care in health facilities. • Ensure all the nursing documents such as fluid input output charts, observation charts are well maintained and up to date. • Examine patients and prescribe a nursing intervention. **Responsibility 2: Carry out quality assurance planning and provide outcome based interventions**	

- Liaise with patients to identify priority health issues that would require interventions for example identify minor ailments affecting school children and occupational health needs.
- Develop interventions and capacity builds patients on health related issues.
- Implement interventions and continuously monitors and evaluates to establish impact of interventions.

Responsibility 3: Prepare the patients for resettlement to the community

- Organise the resettlement of discharged patients into the community.
- Collaborate with the family on the patient care during admission and resettlement.
- Counsel patients and relatives before admission into the institution to manage expectations.
- Maintain admission and discharge registers for future references.

Responsibility 4: Follow up convalescing patients referred from higher facilities for continuity of care

- Carry out home visits and provide home based care
- Follow up on patients to ensure that they are given daily exercises by concerned departments for example physiotherapy department.
- Ensure that patients are given good nutrition, receive continued nursing care and continued health education to fit back well in the community.

Responsibility 5: Carry out nursing research

- Conduct desk reviews to identify gaps in knowledge in the nursing field.
- Carry out disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Develop recommendations based on research findings.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of nursing equipment such as blood pressure machines, stethoscope, nebusiling machines, suction machines, monitors, office furniture and fittings, computer and accessories.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, patient registers and nursing documents

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work of work in terms of planning on the execution of allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards and chemical hazards on a daily busy such as infections from beddings, equipment and direct contact with patients. Chemical reagents used for example inhaled drugs leading to resistance and direct contact leading to physical effects.

Frequency: Daily

Working at non-standard hours

Nature: Night shifts in the institution when covering the hospital and on call 24 hours when not on night shift in the hospital

Frequency: Daily

Out of station travelling

Nature: Resettle patients

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in either Nursing or Midwifery

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid practicing license from Nursing Council of Kenya

Previous relevant work experience required

The role is an entry level position for degree nursrs (Intern)	
Functional Skills	**Behavioural Competencies/Attributes**
• Nursing Act • Interpersonal • Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Program/ project implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Registered Nurse I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	N/A
Section / Unit:	Nursing
Location / Work station:	Moi International Airport – Mombasa
Reporting Relationships	
Reports to:	Senior Registered Nurse
	Registered Nurse II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing promotive, preventive and curative health services at the airport for passengers and the airport community staff at large.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Oversee the work of the nursing unit/ ward/health centre/ dispensary and port health clinics • Ensure that there is availability of staff at the facility 24 hours. • Prepare a duty roster and duty allocation for staff. • Ensure availability of stores and supplies at the facility level to prepare crash boxes and easy management of patients. • Assist in developing budgets and annual work plans for the facility. **Responsibility 2: Ensure emergency preparedness** • Ensure there are enough staff to attend to crash boxes at least monthly. • Ensure that the ambulance is ready 24 hours with oxygen and other emergency supplies. • Allocate resources to the units. **Responsibility 3: Offer curative health services** • Ensure adequate supplies of essential medicines and supplies. • Ensure good maintenance of surgical equipment for example forceps and proper decontamination and autoclaving.	

- Plan for quarterly outreach activities for the facility to reach the community.
- Ensure enough supplies of the facility by managing the control cards.

Responsibility 4: Promote preventive health services

- Ensure that all staff are up to date with knowledge on how to prevent disease for themselves and others.
- Ensure that all relevant vaccinations are available.
- Prepare health messages to patients to promote health and prevent diseases

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of computers, office furniture, kettles, wheelchairs, trolleys, suction machines, blood pressure machines, blood sugar machines and thermometer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of personnel files, financial data, accountable documents, patients information and receipts

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of HSSF allocations.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

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

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid practicing license from Nursing Council of Kenya

Previous relevant work experience required

The role requires 6 year(s) of cumulative relevant experience and to have served in the directly subordinate role for a minimum of 3 years

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Nursing Act • Public Health Act (Cap 242) • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Project and program implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Registered Nurse II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	Mathari Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Registered Nurse I
Direct reports:	N/A

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patient outcomes

- Assess patients general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans is effectively given to the patient as prescribed.
- Continuously observe the progress of the patient.
- Document and maintain nursing care plans at the facility.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI), Immunization, reproductive health and health education

- Immunizes and reproductive health.
- Provide health education and counselling to patients/clients.
- Implement recommendations from research findings for the improvement of care.

Responsibility 3: Facilitate patient admissions and initiate discharge plans

- Take proper history and mental status assessments.
- Implement various interventions and prepares periodic reports.
- Plan and implement discharge plans.

Responsibility 4: Identify occupational health needs and make recommendations

- Create a therapeutic environment to ensure safety of patients and staff.
- Ensure proper waste- segregation and disposal.
- Avail protective gears e.g. gloves.

Responsibility 5: Teach and assess nursing students

- Instruct and supervise nursing students on patient care.
- Evaluate nurse students' performance at the facility.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are done adequately and timely.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis.

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis.

Frequency: Weekly

Out of station travelling

Nature: Attend to repatriating patients to their homes.

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following, Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwife, Kenya Registered Nursing/Midwifes or Kenya Registered Nursing/Mental Health and Psychiatry.

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid Practising licence from the Nursing Council of Kenya

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of two (2) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with Nursing Act Cap 257 • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Project and programme implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Registered Nurse III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Spinal Injury Hospital
Reporting Relationships	
Reports to:	Registered Nurse I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by assessing, planning, implementing and evaluating patient care in health facilities and the community.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Assess, plan and implement nursing interventions and evaluate patients outcome • Assess patients' general condition to determine the care to be given. • Plan for effective course of action to treat the patients. • Ensure patients are given care according to the plan. • Continuously monitor and evaluate patients' progress. • Ensure nursing and patient documents are well maintained. **Responsibility 2: Provide appropriate health care service in the facility** • Provide integrated management of childhood illnesses. • Immunise children and adults against diseases. • Promote health education to patient/clients and community on health needs. • Provide health care services to lactating mothers and expectant mothers. • Offer ante-natal care services and carry out deliveries appropriately. **Responsibility 3: Refer patients and clients as appropriate to other facilities** • Ensure that patients and relatives are aware of referrals and the reasons.	

- Ensure the necessary equipment are in the ambulance for the care of patients.
- Ensure that the referral letters and other required documents are in order.
- Accompany the patient to the ambulance and the referral station to ensure that there is constant monitoring.

Responsibility 4: Facilitate the patient's admission and initiate discharge plans

- Ensure the patient's and relatives are aware of why they are being admitted.
- Ensure the patient's notes are complete before admission.
- Ensure baseline investigations are done including observations.
- Settle the patient's in bed to ensure that they are comfortable.
- Ensure completion of discharge papers when patient is ready to be discharged.

Responsibility 5: Collect and compile nursing data

- Carry out desk reviews to identify gaps in knowledge in the nursing field.
- Carry out disease surveillance to monitor outbreaks and identify emerging and re-emerging diseases.
- Develop recommendations based on research findings.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of stethoscope, BP blood pressure machines, suction machines, monitors and thermometers

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of patient records and nursing documents

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the team in terms of planning for nursing care on a daily basis.
- The role also makes decisions for the team on patient management in cases of referrals to hospitals

IV. Working Conditions:

Physical challenges

Nature: Hazards such as infections from patients

Frequency: Daily

Working at non-standard hours

Nature: Works night shift

Frequency: Weekly

Out of station travelling

Nature: Resettle patients

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Kenya Registered Community Health Nursing, Kenya Registered Nursing; Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry

Professional Qualifications / Membership to professional bodies

- Registered member of the Nursing Council of Kenya
- Valid Practising licence from the Nursing Council of Kenya

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Nursing Act • Public Health Act (Cap 242) • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Project and program implementation	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Senior Enrolled Nurse I**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referal Hospital
Reporting Relationships	
Reports to:	Chief Nursing Officer
Direct reports:	Senior Enrolled Nurse II

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patients outcomes

- Act as a team leader.
- Assess patients' general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans is effectively given to the patient as prescribed.
- Continuously observe the progress of the patient.
- Document and maintain nursing care plans.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI), immunization and reproductive health and health education

- Carry out Immunization and reproductive health services.
- Provide health education and counselling to patients/clients.

- Implement recommendations from research findings for the improvement of care.

Responsibility 3: Facilitate patient admissions and initiates discharge plans

- Take proper history and mental status assessments.
- Implement various interventions and prepare periodic reports.

Responsibility 4: Provide health education and counsel patients on identified health needs

- Provide group therapy and counselling sessions to patients.
- Ensure safe custody of patient belongings.
- Ensure occupational therapy is provided.
- Counsel patients' relatives on how to care for patients.

Responsibility 5: Guide and orient staff and students

- Take new staff and students around the ward.
- Orient the patients.
- Discuss ward requirements with the patients

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are carried out adequately and on a timely basis.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station to attend to repatriating patients in their homes

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following, Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Mid-wife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/ midwife

Professional Qualifications / Membership to professional bodies

- Enrolled member of the Nursing Council of Kenya
- Valid practicing license from the Nursing Council of Kenya

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with Nursing Act Cap 257 • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Enrolled Nurse II**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Senior Enrolled Nurse I
Direct reports:	Enrolled Nurses I

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patients outcomes

- Assess patients' general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans is effectively given to the patient as prescribed.
- Continuously observe the progress of the patient.
- Document and maintain nursing care plans.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI), immunization and reproductive health and health education

- Carry out Immunization and reproductive health.
- Provide health education and counselling to patients/clients.

- Implement recommendations from research findings for the improvement of care.

Responsibility 3: Facilitate patient admissions and initiates discharge plans

- Take proper history and mental status assessments.
- Implement various interventions and prepare periodic reports.

Responsibility 4: Provide health education and counsel patients on identified health needs

- Provide group therapy and counselling sessions to patients.
- Ensure occupational therapy is provided.
- Counsel patients' relatives on how to care for patients.

Responsibility 5: Guide and orient staff and students

- Take new staff and students around the ward.
- Orient the patients.
- Discuss ward requirements with the patients

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are carried out adequately and on a timely basis.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station to attend to repatriating patients in their homes

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following, Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Mid-wife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/ midwife

Professional Qualifications / Membership to professional bodies

- Enrolled member of the Nursing Council of Kenya
- Valid practicing license from the Nursing Council of Kenya

Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with Nursing Act Cap 257 • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Enrolled Nurse I**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Senior Enrolled Nurse II
Direct reports:	Enrolled Nurses II and III

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patients outcomes

- Act as a team leader.
- Patients referral.
- Assess patients' general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans is effectively given to the patient as prescribed.
- Continuously observe the progress of the patient.
- Document and maintain nursing care plans.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI), immunization and reproductive health and health education

- Carry out Immunization and reproductive health services.
- Provide health education and counselling to patients/clients.
- Implement recommendations from research findings for the improvement of care.

Responsibility 3: Facilitate patient admissions and initiates discharge plans

- Take proper history and mental status assessments.
- Implement various interventions and prepare periodic reports.

Responsibility 4: Provide health education and counsel patients on identified health needs

- Provide group therapy and counselling sessions to patients.
- Ensure safe custody of patient belongings.
- Ensure occupational therapy is provided.
- Counsel patients' relatives on how to care for patients.

Responsibility 5: Guide and orient staff and students

- Take new staff and students around the ward.
- Orient the patients.
- Discuss ward requirements with the patients

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are carried out adequately and on a timely basis.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis

Frequency: Weekly

Out of station travelling

Nature: The role travels out of station to attend to repatriating patients in their homes

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following, Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Mid-wife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/ midwife

Professional Qualifications / Membership to professional bodies

- Enrolled member of the Nursing Council of Kenya
- Valid practicing license from the Nursing Council of Kenya

Previous relevant work experience required

The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with Nursing Act Cap 257 • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

• Ability to follow procedures and policies			
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Enrolled Nurse II**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Enrolled Nurse I
Direct reports:	N/A

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patient outcomes

- Assess patients' general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans are given to the patient as prescribed.
- Continuously observe patients progress.
- Document and maintain nursing care plans.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI),, immunization and reproductive health and health education

- Carry out Immunization and reproductive heath
- Provide health education and counselling to patients/clients.
- Implement recommendations from research findings for the improvement of care.

Responsibility 5: Facilitate patient admissions and initiates discharge plans

- Take proper history and mental status assessments.
- Implement various interventions and prepare periodic reports.

Responsibility 7: Identify occupational health needs and make recommendations

- Create a therapeutic environment to ensure safety of patients and staff.
- Ensure proper waste - segregation and disposal.
- Avail protective gears e.g. gloves.

Responsibility 8: Teach and assess nursing students

- Instruct and supervise nursing students on patient care.
- Evaluate nursing students' performance.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are done adequately and timely.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis.

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis.

Frequency: Weekly

Out of station travelling

Nature: Attend to repatriating patients in their homes.

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following, Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/ Midwife.

Professional Qualifications / Membership to professional bodies

Registered member of the Nursing Council of Kenya

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of two (2) years.

Functional Skills	Behavioural Competencies/Attributes
• Familiarity with Nursing Act Cap 257 • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Enrolled Nurse III**
Job Group:	G
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Nursing
Location / Work station:	National Referral Hospital
Reporting Relationships	
Reports to:	Enrolled Nurse I
Direct reports:	N/A

Job Purpose

To support in the achievement of the overall mandate of the Ministry of Health by assessing, planning, implementing and evaluating patient care in health facilities and community.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess, plan, implement nursing interventions and evaluate patient outcomes under supervision.

- Assess patients' general condition to determine patient care.
- Plan on effective action on the management of the patient.
- Ensure that treatment plans are given to the patient as prescribed.
- Continuously observe patients progress.
- Document and maintain nursing care plans.

Responsibility 2: Provide appropriate health care services including Intergrated Management of Childhood illnesses (IMCI), Intergrated Management of Childhood and Adolescent Illnesses (IMAI),, immunization and reproductive health and health education under supervision.

- Carry out Immunization and reproductive heath
- Provide health education and counselling to patients/clients.
- Implement recommendations from research findings for the improvement of care.

Responsibility 5: Facilitate patient admissions and initiates discharge plans under supervision.

- Take proper history and mental status assessments.
- Implement various interventions and prepare periodic reports.

Responsibility 7: Identify occupational health needs and make recommendations under supervision.

- Create a therapeutic environment to ensure safety of patients and staff.
- Ensure proper waste - segregation and disposal.
- Avail protective gears e.g. gloves.

Responsibility 8: Teach and assess nursing students under supervision.

- Instruct and supervise nursing students on patient care.
- Evaluate nursing students' performance.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of blood pressure machines, thermometers, stethoscopes, nebulizing machines, suction machines and monitors.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records of patients, files and nursing documents.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms ensuring duties are done adequately and timely.

IV. Working Conditions:

Physical challenges

Nature: Biological hazards, chemical hazards, infections and exposure to violence on a daily basis.

Frequency: Daily

Working at non-standard hours

Nature: On-call basis which also involves night shifts duties on a weekly basis.

Frequency: Weekly

Out of station travelling

Nature: Attend to repatriating patients in their homes.

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following, Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/ Midwife.

Professional Qualifications / Membership to professional bodies

Registered member of the Nursing Council of Kenya

Previous relevant work experience required

The role is an entry level position.

Functional Skills	**Behavioural Competencies/Attributes**
• Familiarity with Nursing Act Cap 257 • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Director - Medical Laboratory Services**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Diagnostic laboratory
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Division
Direct reports:	Deputy Directors of Medical Laboratory Services
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and oversee policy implementation • Coordinate the development of laboratory policies and guidelines including blood transfusion for national and county governments. • Coordinate the review of developed policies and guidelines to be in line with Ministry's strategic policy plan and the Country's constitution. • Provide technical advice on disease prevention strategy in public health programmes (communicable and non-communicable and Vector Borne and Neglected Tropical Diseases Vector Borne in the country). • Oversee the implementation of policies to ensure uniformity of service delivery in the country • Respond to policy and regulatory matters in regard to laboratory services and related programmes • Coordinate the launch and dissemination of policies and guidelines to consumers through relevant media platforms. • Provide oversight on implementation of policy to ensure that norms and standards are attained and that there is uniformity in terms of policy across Counties. • Periodic review of Scheme of Service for Medical Laboratory personnel.	

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Regulate medical laboratory services (implementing Kenya Medical Laboratory Technicians and Technologists Act, CAP 253A).

- Approve the establishment of training institutions for medical laboratory profession in the country.
- Ensure the registration of all medical laboratory technicians and technologists in accordance with Kenya medical Laboratory Technicians and Technologists Act, CAP.253A, Laws of Kenya.
- Register all clinical laboratories in the country to comply with Kenya medical Laboratory Technicians and Technologists Act, CAP.253A, Laws of Kenya.
- Coordinate the development and review of training curricula for medical laboratory technicians and technologists in the country.
- Develop policy guidelines for validation and evaluation of equipment, reagents and invitro Diagnostics (IVDs).
- Coordinate the development of technical specifications for procurement of laboratory commodities in the country.

Responsibility 2: Ensure implementation of Quality Management (QM) Systems in clinical laboratories.

- Coordinate ISO 15189 accreditation of public laboratories in the country.
- Support the development, review and implementation of quality assurance guidelines.
- Facilitate the participation of public laboratories in external quality assurance programmes in the country.
- Participate in regional and global quality assurance meetings
- Facilitate auditing of public medical laboratories and programs/projects for purposes of accreditation process.
- Oversee implementation of quality management systems implementation in public and private laboratories.
- Coordinate and supervise the implementation of national proficiency testing schemes.

Responsibility 3: Support capacity building and continuous professional development of medical laboratory personnel in public sector.

- Conduct training needs assessment (TNA) to improve service delivery.
- Coordinate the implementation of the TNA findings to improve service delivery.

- Monitor and evaluate the implementation process of TNA findings in the country.
- Advise the Ministry on recruitment and selection of medical laboratory personnel.
- Facilitate continuous professional development and refresher trainings for medical laboratory personnel.

Responsibility 4: Support implementation of laboratory biosafety and biosecurity principles and practices.

- Support the development of biosafety and biosecurity policies and guidelines.
- Facilitate, launch, disseminate biosafety and biosecurity policies and guidelines to the consumers and stake holders.
- Train on the utilization of biosafety and biosecurity policies and guidelines.
- Monitor and evaluate the utilization of biosafety and biosecurity policies and guidelines.
- Coordinate periodic laboratory biorisks and biosafety assessments.

Responsibility 5: Management of laboratory data to inform decision making.

- Coordinate the development and review of laboratory data collection tools.
- Ensure collection, analysis and utilization of laboratory data for decision making.
- Ensure safe custody, retrieval and authorization of laboratory data.

III. Operational Responsibilities.

Responsibility 1: Plan and budgeting for the unit

- Coordinate the development of annual work plan in line with the Laboratory and Ministry's strategic plans.
- Ensure the participation of stakeholders in areas outlined in the annual work-plan.
- Prepare an annual budgetary plan in accordance with financial allocation for the Unit.
- Engage development partners in resource mobilisation to complement financial allocation to the Unit
- Ensure implementation of the annual work plan.

Responsibility 2: Management of personnel in the Unit.

- Supervise, allocate and delegate duties according to one's capability and specialization.
- Conduct staff Performance Appraisal System to determine work outputs.
- Recommend, promote and motivate members of staff as per work performance outputs to enhance career progression.

Job Dimensions:
I. Financial Responsibility:
The role is responsible for prudent management of financial resources.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture. B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody of records and information such as number of medical laboratory technologists in the Ministry of Health and their distribution in national government. D. Any other N/A
III. Decision Making:
The role is responsible for decision making for the unit in terms of policy planning, implementation and the allocation of resources.
IV. Working Conditions:
Physical challenges Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks. Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Supervision,trainings, meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's of Science degree in Medical Laboratory Science from any institution recognised by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).

Professional Qualifications / Membership to professional bodies
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board. • Certificate in Strategic Leadership Development Programme (LDP) lasting not less than six (6) weeks. • Certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires 21 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• National laws regulating medical laboratory services • Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Influencing, persuasion and negotiation • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Strategic people management • Public service focus • Delivery of quality results Stakeholder focus.	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence
Approvals	

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Medical Laboratory Services**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Headquarters, National Public Health Laboratories, National Blood Transfusion services, Division of Vector Borne and Neglected Tropical Diseases and Disease Control programmes (as HODs except Headquarters).
Reporting Relationships	
Reports to:	Director of Medical Laboratory Services
Direct reports:	Senior Assistant Directors of Medical Laboratory Services.

Job Purpose

To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Policy planning and budgeting

- Deputise the Director of Medical Laboratory Services.
- Take part in the development of laboratory and disease programmes' policies and guidelines, including Blood transfusion services in the country.
- Participate in the review policies and guidelines of medical laboratory services.
- Take part in the launch and dissemination of policies and guidelines to consumers through relevant media platforms.
- Ensure the development and review of norms and standards for uniformity in service delivery in the country.

II. Managerial/ Supervisory Responsibilities.

Responsibility 1: Plan and budgeting for the unit

- Coordinate/participate in the development of annual work plan in line with the Ministry's strategic plan.
- Coordinate/take part in the preparation of annual budget in accordance with financial allocation for the Unit.
- Ensure the implementation of the annual work plan.

Responsibility 2: implement quality management system in the provision of service delivery.

- Participate in the development QM systems policies and guidelines to improve service delivery.
- Assist to audit public medical laboratories and programs/projects in preparation for accreditation.
- Take part in coordinating the participation of clinical laboratories and programs in external quality assurance programme in the country.
- Participate in the provision oversight in the implementation of quality management systems in medical laboratories and other related programs in the country.

Responsibility 3: Monitoring and Evaluation of Laboratory Services.

- Participate in the development of data collection tools
- Ensure data documentation and flow between National and County Governments
- Analyse data to inform policy and decision making

Responsibility 4: Implement bio safety and bio security principles and protocols in medical Laboratories.

- Ensure safe working environment and proper biohazard waste disposal
- Ensure safe storage of biological and biochemical materials
- Enforce the use of personal protective equipment in the Laboratory
- Coordinate biorisk assessments.

Responsibility 5 : Capacity build medical laboratory personnel in public/private service.

- Conduct training needs assessment (TNA) to identify gaps in the public sector (county and national governments).
- Participate in the implementation of identified training gaps with the participation of other stakeholders.

- Monitor and evaluate the implementation of training and development programmes agreed upon.

Responsibility 6: Management of laboratory data to inform decision making.

- Coordinate development and review of laboratory data collection tools.
- Ensure collection, analysis utilization and dissemination of laboratory data for decision making.
- Ensure safe custody and retrieval and authorization of laboratory data.

III. operational Responsibilities

Responsibility 1: Assist in planning and budgeting for the unit

- Provide technical guidance in laboratories, units and related programs
- Facilitate staff development and capacity building
- Coordinate the development of annual work plan in line with the Ministry's strategic plans.
- Ensure the participation of stakeholders in specific areas outlined in the annual work-plan.
- Enlist development partners for resource mobilisation to support medical laboratory services in the country.

Responsibility 2: Management of personnel in the Unit

- Coordinate the performance contracting process for the unit.
- Ensure that staff performance is reviewed and appraised as scheduled.
- Schedule, allocate duties and supervise staff in the division/ unit.
- Recommend, promote and motivate members of staff as per work performance outputs to enhance career progression.

III. Decision Making:

The role is responsible for making decisions for the unit in terms of policy planning, implementation and allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic chemical and reagents, sharps prick.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Supervision, trainings, meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's degree in any discipline of Medical Laboratory Science or any other equivalent qualification from an institution recognized by KMLTTB
Professional Qualifications / Membership to professional bodies
• Registered by Kenya Medical Laboratory Technicians and Technologists Board • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks • Certificate in Computer Applications skills from a recognised institution.
Previous relevant work experience required
The role requires at least 18 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• National laws regulating medical laboratory services • Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Influencing, persuasion and negotiation • Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Strategic people centred management	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

• Public service focus • Delivery of quality results • Stakeholder focus.	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director of Medical Laboratory Services**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Headquarters, Parasitology laboratory, TB laboratory, HIV Laboratory, Malaria Laboratory, Disease programs, Microbiology Laboratory, Quality assurance and standards, Bio-security/bio-safety Office or Regional blood transfusion centres as Heads of Sections.
Reporting Relationships	
Reports to:	Deputy Director of Medical Laboratory Services
Direct reports:	Assistant Director of Medical Laboratory Services
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and oversee policy implementation • Formulate, interpret and implement laboratory and other related programs policies and guidelines in the country. • Undertake monitoring and evaluation of laboratory and other related programs. • Plan, direct, supervise and coordinate the preparations of work plans and technical reports. • Initiate collaborative research in laboratory and other related programs • Provide advice on cost benefits analysis for new technologies adoption • Conduct operational research on vector borne, and non-communicable diseases • Coordinate medical laboratory teams involved in investigation of disease outbreak • Coordinate evaluation of vector resistance to insecticides and molluscides. • Coordinate evaluation of rodenticides for public health use.	
II. Managerial/ Supervisory Responsibilities	

Responsibility 1: implement quality management system in the provision of service delivery.

- Participate in the development QM systems to improve service delivery.
- Audit public medical laboratories and programs/projects in preparation for accreditation.
- Coordinating participation of medical laboratories and programs in the external quality assurance programmes in the country.
- Participate in the provision oversight in the implementation of quality management systems in medical laboratories and other related programs in the country.

Responsibility 2: Monitoring and Evaluation of Laboratory Services.

- Coordinate the development of data collection tools
- Ensure data documentation and flow between National and County Government
- Analyse data to inform policy and decision making

Responsibility 3: Implement bio safety and bio security principles and protocols in medical Laboratories and related programs

- Ensure safe working environment and proper biohazard waste disposal
- Ensure safe storage of biological and biochemical materials
- Enforce the use of Personal protective equipment in the Laboratory
- Coordinate biorisk assessments.

Responsibility 4: Capacity build medical laboratory personnel in public/private service

- Conduct training needs assessment (TNA) to identify gaps in the public sector (county and national governments).
- Participate in the implementation of identified training gaps with the participation of other stakeholders.
- Monitor and evaluate the implementation of training and development programmes agreed upon.
- Periodic review of Scheme of Service for Medical Laboratory personnel.

Responsibility 5: Management and utilization of laboratory data for decision making.

- Coordinate development and review of laboratory data collection tools.
- Ensure collection, utilization and dissemination of laboratory data
- Ensure safe custody and retrieval/authorization of laboratory data

III. Operational Responsibilities

Responsibility 1: Plan and budgeting for the unit

- Coordinate the development of the unit's annual work plan in line with the Ministry's and Laboratory's strategic plans.
- Ensure the participation of various stakeholders in the various areas outlined in the annual work-plan.
- Ensure the successful implementation of the unit's annual work plan by enlisting Development Partners in resource mobilisation to support medical laboratory services in national government.

Responsibility 2: Manage of personnel in the Unit.

- Coordinate the performance contracting process for the unit.
- Ensure that staff performance is reviewed and appraised as scheduled.
- Schedule, allocate duties and supervise staff in the unit.
- Provide other support functions in areas of staff training and development, discipline and career planning.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office Furniture

B. Land

N/A

C. Records, data, information, confidential information.

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the divisions/ unit in terms of policy implementation, scheduling and allocating duties.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: supervise, trainings, meetings and conferences

Frequency: quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Medical Laboratory Science or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.
- Certificate in computer application skills from a recognised institution.

Previous relevant work experience required

The role requires 15 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• National laws regulating medical laboratory services • Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Influencing, persuasion and negotiation	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results

• Protocol and diplomacy • Risk management • Effective communication • Policy and strategy implementation • Strategic people centred management • Public service focus • Delivery of quality results • Stakeholder focus	• Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director of Medical Laboratory Services**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Medical Laboratories (Sub-sectional Head: in National and regional Blood Transfusion centres, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Senior Assistant Director of Medical Laboratory Services.
Direct reports:	Principal Medical Laboratory Officer
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Implement medical laboratory policy and guidelines. • Implement laboratory and other related program policies, guidelines, and strategies • Supervise the preparation of reagents, stains and examination of specimens • Verify and approve laboratory findings and results. • Develop specifications for the procurement of medical reagents, apparatus, equipment and devices. • Oversee the maintenance of equipment for clinical testing of insecticides molluscides application. • Conduct blood donor recruitment • Investigate disease outbreak in liaison with other health care providers. • Perform blood donation screening processes. • Supervise the archiving of specimens of medical importance for reference	

- Supervise mapping and survey of vector borne, communicable and non-communicable diseases.
- Prepare blood components for transfusion services
- Undertaking medical collaborative research and preparing medical reports

II. Operational Responsibilities

Responsibility 1: Plan and budgeting for the unit

- Participate in the development of annual work plan in line with the Ministry's and Laboratory's strategic plans.
- Ensure the participation of stakeholders in specific areas as outlined in the annual work-plan.
- Mobilize development partners to support medical laboratory services in the country.

Responsibility 2: Management of personnel in the Unit

- Ensure the performance contracting process for the unit.
- Ensure that staff performance is reviewed and appraised as scheduled.
- Schedule, allocate duties and supervise staff in the unit.
- Provide other support functions in areas of staff training and development, discipline and career planning.

III. Decision Making:

N/A

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic chemical and reagents, sharps prick.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: workshop, conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in any discipline of Medical Laboratory Science or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies
• Registered by Kenya Medical Laboratory Technicians and Technologists Board. • Senior management course lasting not less than four (4) weeks. • Certificate in Computer Applications skills from a recognised institution
Previous relevant work experience required
The role requires 12 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• National laws regulating medical laboratory services • Coaching/ managing performance • Driving for outcomes • Effective communication • Policy and strategy implementation • People management • Public service focus • Delivery of quality results	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Medical Laboratory Technologist I**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory Medical Laboratories (Sub-sectional Head: in National and regional Blood Transfusion centres, TB, HIV, microbiology, malaria and Disease programmes).
Reporting Relationships	
Reports to:	Senior Assistant Director Of Medical Laboratory Service
Direct reports:	Principal Medical Laboratory Technologist II
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Implement laboratory, other related program policies, guidelines, and strategies • Supervise the preparation of reagents, stains and examination of specimens • Verify and approve laboratory findings and results. • Develop specifications for the procurement of medical reagents, apparatus, equipment and devices. • Oversee the maintenance of equipment for clinical testing of insecticides molluscides application. • Conduct blood donor recruitment. • Investigate disease outbreak in liaison with other health care providers. • Perform blood donation screening processes. • Supervise the archiving of specimens of medical importance for reference • Supervise mapping and survey of vector borne, communicable and non-communicable diseases.	

- Prepare blood components for transfusion services.
- Undertaking medical collaborative research and preparing medical reports.
- Carry out laboratory operational research

II. Operational Responsibilities

Responsibility 1: Plan and budgeting for the unit.

- Participate in the development of annual work plan in line with the Ministry's and Laboratory's strategic plans.
- Ensure the participation of stakeholders in specific areas as outlined in the annual work-plan.
- Mobilize development partners to support medical laboratory services in the country.

Responsibility 2: Management of personnel in the Unit

- Ensure the performance contracting process for the unit.
- Ensure that staff performance is reviewed and appraised as scheduled.
- Schedule, allocate duties and supervise staff in the unit.
- Provide other support functions in areas of staff training and development, discipline and career planning
- Coordinate the development of the unit's annual work plan in line with the Ministry's and Laboratory's strategic plans.
- Ensure the participation of various stakeholders in the various areas outlined in the annual work-plan.
- Ensure the successful implementation of the unit's annual work plan by enlisting Development Partners in resource mobilisation to support medical laboratory services in national government.

Responsibility 2: Management of laboratory personnel in the Unit

- Coordinate the performance contracting process for the unit.
- Ensure that staff performance is reviewed and appraised as scheduled.
- Schedule, allocate duties and supervise staff in the unit.
- Provide other support functions in areas of staff training and development, discipline and career planning.

III. Decision Making:

N/A

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic chemical and reagents, sharps prick.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: workshops, meetings , conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher National Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by Kenya Medical Laboratory Technicians and Technologists Board.
- Senior management course lasting not less than four (4) weeks.
- Certificate in Computer Applications skills from a recognised institution.

Previous relevant work experience required

The role requires 18 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• National laws regulating medical laboratory services • Resource management • Coaching/ managing performance • Driving for outcomes • Leading change • Effective communication • Policy and strategy implementation • People management • Delivery of quality results • Stakeholder focus	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Medical Laboratory Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres la, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Assistant Director of Medical Laboratory Services
Direct reports:	Chief Medical Laboratory Officer
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Policy implementation • Implement laboratory policies, guidelines, strategies and programs. • Prepare reagents, stains, and examine specimens • Prepare procurement plan for laboratory requirements. • Perform duties related to blood transfusion service. • Molluscides and insecticides application monitoring and evaluation • Participate in mapping and survey of vector borne , communicable and non-communicable diseases.. • Develop standard operating procedures and validation of equipment and,reagents • Developing annual operation plan, laboratory strategic plan and preparing periodical reports.	

- Monitor and evaluate implementation of training programmes.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

N/A

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: workshops, conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Medical Laboratory Science or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board

- Senior management course lasting not less than four (4) weeks.
- Certificate in computer application skills from a recognised institution..

Previous relevant work experience required

The role requires 9 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Communicating effectively • Planning and organizing • Technical competence • Problem Solving • High standards of professional ethics • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Medical Laboratory Technologist II**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National lab,regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Principal Medical Laboratory Technologist I
Direct reports:	Chief Medical Laboratory Technologist
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Policy implementation • Implement laboratory policies, guidelines, strategies and programs. • Prepare reagents, stains, and examine specimens • Prepare procurement plan for laboratory requirements. • Perform duties related to blood transfusion service. • Molluscides and insecticides application monitoring and evaluation • Participate in mapping and survey of vector borne , communicable and non-communicable diseases.. • Develop standard operating procedures and validation of equipment and,reagents • Developing annual operation plan, laboratory strategic plan and preparing periodical reports. Monitor and evaluate implementation of training programmes.	

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody of records and information. D. Any other N/A
III. Decision Making:
N/A
IV. Working Conditions:
Physical challenges Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks. Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Workshops, conferences Frequency: Adhoc
Job Dimensions:
I. Financial Responsibility:
N/A.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office Furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

N/A

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops, conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Laboratory Technicians and Technologists Board.
- Senior management course lasting not less than four (4) weeks.
- A certificate in computer application skills from a recognised institution.

Previous relevant work experience required

The role requires 12 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Communicating effectively • Planning and organizing • Technical competence • Problem Solving • High standards of professional ethics • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Medical Laboratory Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Principal Medical Laboratory Officer
Direct reports:	Senior Medical Laboratory Officer
Job Purpose	
To ensure the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities/ Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement medical laboratory and other related programs policies guidelines, strategies. • Preparing stains and reagents for specimen examination, • Verify, approve and record laboratory findings • Screen blood for transfusion transmissible infections • Prepare media for culture and sensitivity testing • Supervise disinfection, washing and sterilization of apparatus • Maintain equipment and reagents for vector and insecticide applications, • Monitoring and evaluation of laboratory processes. • Request for Laboratory consumables, apparatus, equipment, chemicals, stains and reagents. • Archive specimens of medical importance for reference	

- Maintain laboratory register and recording analysed samples
- Prepare periodic reports.
- Mentor and couch trainees on practical attachments.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is accountable and responsible for the safe custody of office assets such as a desktop, CPU and a lap top.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on timelines and for the Unit in terms of planning, review of policies and setting of guidelines as part of a team.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Science in Medical Laboratory Science or any other equivalent qualification from an institution recognized by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Supervisory Skills Course lasting not less than 2 weeks
- Certificate in Computer Applications skills from a recognised institution

Previous relevant work experience required

The role requires at least six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Chief Medical Laboratory Technologist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Diagnostic Laboratory Unit
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Principal Medical Laboratory Technologist II
Direct reports:	Senior Medical Laboratory Technologist
Job Purpose	
To ensure the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities/ Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement medical laboratory and other related programs policies guidelines, strategies. • Preparing stains and reagents for specimen examination • Verify, approve and record laboratory findings • Screen blood for transfusion transmissible infections • Prepare media for culture and sensitivity testing • Supervise disinfection, washing and sterilization of apparatus • Maintain equipment and reagents for vector and insecticide applications, • Monitoring and evaluation of laboratory processes. • Request for Laboratory consumables, apparatus, equipment, chemicals, stains and reagents. • Archive specimens of medical importance for reference	

- Maintain laboratory register and recording analysed samples.
- Prepare periodic reports.
- Mentor and couch trainees on practical attachments.

Job Dimensions:

I. Financial Responsibility:

N/A.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is accountable and responsible for the safe custody of office assets such as a desktop, CPU and a lap top

B. Land

N/A

C. Records, data, information, confidential information

The role is to keep custody of laboratory registers and records on work performed.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on timelines and for the Unit in terms of planning, review of policies and setting of guidelines as part of a team.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Sciences or any other equivalent qualification from any institution recognised by KMLTTB

Professional Qualifications / Membership to professional bodies
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board • Certificate in Supervisory skills course lasting not less than 2 weeks. • Certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres labs, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Chief Medical Laboratory Officer
Direct reports:	Medical Laboratory Officer
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing laboratory policies and guidelines, • Receive and scrutinise laboratory forms and specimens • Prepare clients for collection of specimens • Receive, collect, label and register specimens • Disaggregate specimens for processing and analysis • Prepare stains and reagents for specimen examination • Verify, approving and recording laboratory findings • Screen for blood transfusion transmissible infections • Prepare media for culture and sensitivity testing • Supervising the disinfection, washing and sterilization of apparatus • Maintain equipment's and reagents for vector and insecticide applications	

- Monitor and evaluation of laboratory processes
- Maintain laboratory register and recording analysed samples
- Washing and sterilisation of apparatus
- Preparing periodical reports of laboratory findings
- Dispatch laboratory results for patient management
- Procure blood and blood products
- Mentor and couch trainees on practical attachments
- Sensitize the community on the need and benefits of blood donation.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office Furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for maintenance of records for specimens' analysis, blood screening results, information.

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the unit in terms of policy planning, implementation and the allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemical and reagents..

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in Medical Laboratory Science or any other equivalent qualification from an institution recognised by KMLTTB.
Professional Qualifications / Membership to professional bodies
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board. • A certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires 3 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Chief Medical Laboratory Technologist
Direct reports:	Medical Laboratory Technologists I and II

Job Purpose

To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Implementing laboratory policies guidelines, strategies and programmes.

- Prepare clients for collection of specimens
- Receive, collect, label and register specimens
- Disaggregate specimens for processing and analysis
- Prepare stains and reagents for specimen examination
- Verify, approving and recording laboratory findings
- Screen for blood transfusion transmissible infections
- Prepare media for culture and sensitivity testing
- Supervise the disinfection, washing and sterilization of apparatus
- Maintain equipment's and reagents for vector and insecticide applications
- Monitor and evaluation of laboratory processes

- Maintain laboratory register and recording analysed samples
- Wash and sterilisation of apparatus
- Prepare periodical reports of laboratory findings
- Dispatch laboratory results for patient management
- Procure blood and blood products
- Mentor and couch trainees on practical attachments
- Sensitize the community on the need and benefits of blood donation.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of centrifuges, Eliza washer machine, freezer, weighing scale, computer and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of records for specimens analysis, blood screening results, laboratory registers.

D. Any other

N/A

III. Decision Making:

The role is to make decisions for self, in terms of planning on how to carry out scheduled and allocated duties

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks,

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Medical Laboratory sciences or any equivalent qualification from an institution recognised by the KMLTTB
Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Laboratory Technician and Technologists Board. • Certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires 9 years' experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Technician I**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Chief Medical Laboratory Technologist
Direct reports:	Senior Medical Laboratory Technician II
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibility	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policies and guidelines • Process and analyse specimens for special techniques including viral load and CD4 counts • Undertake quality control measures on working reagents to ensure conformity with set norms and standards. • Write, record and verification of results • Sensitize the community on importance of blood donation with other health care providers • Recruit, prepare and bleed of blood donors • Rear and maintain laboratory animals for research • Mentor and couch trainees on practical attachment.	

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody of records and information. D. Any other N/A
III. Decision Making:
The role is responsible for the maintenance of records for specimens' analysis, blood screening results in the unit.
IV. Working Conditions:
Physical challenges Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals, sharps pricks. Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognised by KMLLTB
Professional Qualifications / Membership to professional bodies
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board. • Certificate in good clinical laboratory practice from a recognised institution.

• Certificate in computer application from a recognised institution.
Previous relevant work experience required
The role requires 9 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Laboratory Officer**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	N/A
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Senior Medical Laboratory Officer
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policies • Receive and scrutinize laboratory forms and specimens. • Prepare clients for specimens collection • Receive, collect, label and register patients specimens. • Prepare stains and reagents, write and record results. • Recruit, prepare and bleed donors for transfusion services • Perform blood grouping , do cross matching • Store blood products according to their requirements • Screen blood for transfusion transmissible infections • Issue blood and blood products to peripheral health facilities • Process the specimens for analysis	
Job Dimensions:	

I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of microscopes, glassware and test strips B. Land N/A C. Records, data, information, confidential information The role is responsible for the maintenance of records for specimen analysis D. Any other N/A
III. Decision Making:
The role makes decisions for the team in terms of allocation of duties and timelines.
IV. Working Conditions:
Physical challenges Nature: Needle prick injury, exposure to infections from contaminated blood Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in Medical Laboratory sciences or any other equivalent qualification from an institution recognised by the KMLTTB
Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Laboratory Technician and Technologists Board. • Certificate in computer applications from a recognised institution.

Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player.

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical laboratory Technologist I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres, TB, HIV, microbiology, malaria and Disease programmes).
Reporting Relationships	
Reports to:	Senior Medical Laboratory Technologist
Direct reports:	Medical Laboratory Technologist II and III
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policy and guidelines • Receive and scrutinize laboratory forms and specimens. • Prepare clients for specimens collection • Receive, collect, label and register patients' specimens. • Prepare stains and reagents, write and record results. • Recruit, prepare and bleed donors for transfusion services • Perform blood grouping , do cross matching • Store blood products according to their requirements • Screen blood for transfusion transmissible infections • Issue blood and blood products to peripheral health facilities • Process the specimens for analysis • Disaggregate specimens for processing and analys	

- Analyse laboratory data

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the unit in terms of policy planning, implementation and the allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Science or an equivalent qualification from a recognised institution by KMLTTB

Professional Qualifications / Membership to professional bodies
• Registered member of the Kenya Medical Laboratory Technicians and Technologists Board. • Certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires 6 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Technician II**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres, TB, HIV, microbiology, malaria and Disease programmes).
Reporting Relationships	
Reports to:	Senior Medical Laboratory Technician I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policy and guidelines • Receive and scrutinize requisitions forms • Prepare clients for specimens collection • Receive, collect, label and register specimens • Disaggregate specimens for processing and analysis • Process the specimens for analysis • Examine, record and verify laboratory results • Participate in sensitizing community on importance of blood donation • Prepare stains and reagents, write and record results. • Recruit, prepare and bleed donors for transfusion services • Perform blood grouping and cross matching • Screen blood for transfusion transmissible infections	

- Issue blood and blood products to peripheral health facilities
- Analyse laboratory data

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

The role is not responsible for making decisions for the unit in terms of policy planning, implementation and the allocation of resources.

IV. Working Conditions:

Physical challenges

Nature: exposure to infectious specimens, toxic and carcinogenic chemicals and reagents, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshops and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Medical Laboratory Science or an equivalent qualification from a recognised institution by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board.
- Certificate in computer application skills from a recognised institution.

Previous relevant work experience required

The role requires 6 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical laboratory Technologist II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Medical Laboratory Technologist I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policy and guidelines • Recruit preparing and bleeding of blood donors for transfusion services • Perform blood grouping • Store blood products according to their requirements • Receive and scrutinize laboratory requisition forms and specimens • Prepare clients for collection of specimens • Receive, collect, label and register patients specimens • Prepare Laboratory stains and reagents • Examine specimens Write and record reports • Dispatch laboratory results for use in clinical management • Perform blood grouping	

- Screen blood for transfusion transmissible infections
- Process the specimens for analysis

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information.

The role is responsible for the safe custody of records and information.

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions as a team in the unit in terms work planningand allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals, sharps pricks.

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Workshop and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Science or an equivalent qualification from a recognised institution by KMLTTB

Professional Qualifications / Membership to professional bodies

- Registered by Kenya Medical Laboratory Technicians and Technologists Board





• Certificate in computer application skills from a recognised institution.
Previous relevant work experience required
The role requires 3 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical laboratory Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	
Location / Work station:	Laboratory (in National and regional Blood Transfusion centres lab, TB lab, HIV lab, microbiology lab, malaria lab and Disease programmes).
Reporting Relationships	
Reports to:	Medical Laboratory Technologist I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate of providing the highest attainable standard of quality health care service delivery through timely, effective and efficient medical laboratory services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implementing medical laboratory policy and guidelines • Receive and scrutinize laboratory requisition forms and specimens • Prepare clients for collection of specimens • Receive, collect, label and register patients specimens • Process and examine specimens. • Write and record reports • Dispatch laboratory results to clinics/ wards • Perform blood grouping • Prepare stains and reagents • Perform blood grouping and cross match	

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as a Computer, its accessories and office Furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information. D. Any other

N/A

III. Decision Making:

N/A; Entry point.

IV. Working Conditions:

Physical challenges

Nature: Exposure to infectious specimens, toxic and carcinogenic chemicals and reagents

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Science or an equivalent qualification from a recognised institution by KMLTTB.

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in computer application skills from a recognised institution.

Previous relevant work experience required

The role is an entry level position.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Medical Engineer**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Medical Engineering and Technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of National Referral Hospital Division
	Chief Medical Engineering Technologist

Job Purpose

To assist the ministry of health achieve its overall mandate through the management of health technological and in particular medical devices/equipment, plants and instruments to ensure effective performance, adequacy and safety.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate policy and guidelines for management of health technology

- Develop policy for management and health care technologies.
- Review existing policies in order to make relevant updates.
- Engage both internal and external stakeholders.
- Monitor implementation of the policies developed.

Responsibility 2: Formulate of standards and guidelines for management and health technologies

- Review existing standards and guidelines.
- Formulate existing standards and guidelines.
- Engage both internal and external stakeholders.
- Monitor implementation of set standards and guidelines.

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Monitor and evaluate the repair of machines

- Collect data on maintenance and repair of medical devices.
- Analyse reports and take appropriate action.

Responsibility 2: Capacity building of staff

- Conduct training needs assessment.
- Identifies training needs and prepares training courses.
- Identifies training institutions or conducts in-house trainings.

Responsibility 3: Evaluate training

- Collaborate with World Health Organisation (WHO), regional institutions and international institutions.
- Collaborate with research institutions.
- Collaborate with training institutions (Kenya Medical Training College, Universities, etc.)

III. Operational Responsibilities

Responsibility 1: Assess health technology

- Conduct technology needs assessment.
- Prepare health technology assessment reports.
- Identify gaps in technology and advises on appropriate technologies as necessary.

Responsibility 2: Technical specification

- Prepare technical specification.
- Assist and train institutions in preparing technical specification.
- Participate in tender evaluations as may be required.

Responsibility 3: Capacity building

- Conduct training needs assessment.
- Identify training gaps and prepare training programmes for forwarding to the ministerial training committee for approval.
- Conduct the training, in-house, factory training or institution training as may be appropriate.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of medical equipment, tool, testing and monitoring equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of data,inventory data and reports.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in ensuring they are adequately trained, policy formulation, standard setting, capacity building and monitoring and evaluation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Yes

Frequency: 5 times a week

Out of station travelling

Nature: Attend to internal and external stakeholder needs.

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Engineering.

Professional Qualifications / Membership to professional bodies

- Association of Medical Engineering.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 20 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Target setting • Managerial and administrative • Interpersonal • Leading teams • Computer literacy	• Team building • Embrace technological changes • Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Medical Engineering Technologist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Bio Medical Engineering and Technologies Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Medical Engineer
Direct reports:	Deputy Chief Medical Engineering Technologist

Job Purpose

To ensure the Ministry of Health achieves its mandate through proper health technology management of medical equipment, plants and devices.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate policies and guidelines for healthcare technology management

- Identifying areas that require policy/guidelines, norms and standards.
- Identifying the technical working group members for the purposes of formulating policies and guidelines.
- Participate together with internal and external stakeholders in the development of the policy/guideline, norms and standards.
- Participate in the dissemination of the policy/guideline,norms and standards.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage health technology for the ministry

- Carry out needs assessment for medical equipment for the Ministry.
- Assist in selection of medical equipment and plants by sitting in the evaluation committees.

- Provide technical support to the county on specifications for machines to be procured.
- Oversee the implementation of medical equipment projects under national government.
- Provide technical advice to the Ministry on donated medical equipment.

Responsibility 2: Coordinate manpower training and development

- Identification of project annual training needs for medical engineering. Personnel at national and county level and make recommendations for the training to be undertaken.
- Prepare and monitor budget for the training in line with training calendar.
- Coordinate training in line with approved schedule.

Responsibility 3: Coordinate monitoring and evaluation

- Development of the evaluation and monitoring tool and schedule.
- Evaluation and monitoring of policy implementation and set guidelines and standards.
- Produce monitoring and evaluation reports and submits to the relevant authority.

Responsibility 4: Provide general administration services for the Medical Engineering and Technologies Unit

- Identification of annual performance targets for the unit.
- Participate in preparation of annual operational plan for the unit.
- Coordination of medical engineering activities at national level and county.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the office equipment allocated to it such as desktop computer and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safety,custody and access to information such as records on Medical equipment supplied to hospitals through National government per year and training records –training of Bio-Medical engineering personnel organized through national government per year.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on work scheduling.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher National Diploma in Engineering Field or Bachelor's degree in any Engineering field.

Professional Qualifications / Membership to professional bodies

- Registered by Association of Medical Engineering of Kenya.
- Certificate in Senior Management Course not lasting less than Six (6) weeks.

Previous relevant work experience required

The role requires 15 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Medical Engineering Technologist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Bio Medical Engineering and Technologies Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Medical Engineering and Technologist
Direct reports:	Senior Medical Engineering and Technologist

Job Purpose

To ensure the Ministry of Health achieves its mandate through proper health technology management of medical equipment, plants and devices.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate policies and guidelines for healthcare technology management

- Assist in identifying areas that require policy/guidelines, norms and standards.
- Assist in developing of concept papers for policy and guideline formulation.
- Assist in identifying the technical working group members for the purposes of formulating policies and guidelines.
- Participate together with internal and external stakeholders in the development of the policy/guideline, norms and standards.
- Participate in the dissemination of the policy/guideline,norms and standards.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage health technology for the ministry

- Carry out needs assessment for medical equipment for the Ministry.
- Assist in selection of medical equipment and plants by sitting in the evaluation committees.

- Provide technical support to the county on specifications for machines to be procured.
- Oversee the implementation of medical equipment projects under national government.
- Provide technical advice to the Ministry on donated medical equipment.

Responsibility 2: Coordinate manpower training and development

- Facilitate the identification of project annual training needs for medical engineering. Personnel at national and county level and make recommendations for the training to be undertaken.
- Prepare and monitor budget for the training in line with training calendar.
- Coordinate training in line with approved schedule.

Responsibility 3: Coordinate monitoring and evaluation

- Participate in the development of the evaluation and monitoring tool and schedule.
- Ensure the evaluation and monitoring of policy implementation and set guidelines and standards.
- Produce monitoring and evaluation reports and submits to the relevant authority.

Responsibility 4: Provide general administration services for the Medical Engineering and Technologies Unit

- Participate in identification of annual performance targets for the unit.
- Participate in preparation of annual operational plan for the unit.
- Assist in coordination of medical engineering activities at national level and county.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the office equipment allocated to it such as desktop computer and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safety,custody and access to information such as records on Medical equipment supplied to hospitals through National government per year and training records –training of Bio-Medical engineering personnel organized through national government per year.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on work scheduling.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher National Diploma in Engineering Field or Bachelor's degree in any Engineering field.

Professional Qualifications / Membership to professional bodies

- Registered by Association of Medical Engineering of Kenya.
- Certificate in Senior Management Course not lasting less than four (4) weeks.

Previous relevant work experience required

The role requires 12 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Medical Engineering Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Medical Engineering and Technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Medical Engineering Technologist
Direct reports:	Medical Engineering Technologist

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of functional, safe and well managed medical equipment.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and organise maintenance and repair of medical equipment at national referral health facilities

- Oversee implementation of planned preventive maintenance of equipment.
- Coordinate the repair of medical equipment.
- Provide technical advice to hospitals management on medical engineering services.

Responsibility 2: Supervise Medical Engineering Technologist, Technicians and other staff

- Allocate duties in planned preventive maintenance as per the schedules.
- Allocate Medical Engineering staff to various hospitals management committees.
- Appraise Medical Engineering Technologists/ Technicians.
- Supervise Medical Engineering Technologists on planned preventive maintenance and repairs

II. Operational Responsibilities

Responsibility 1: Organise courses for other health workers on proper and safe usage of medical equipment

- Prepare and conduct training to health workers on proper and safe usage of medical equipment
- Train other medical Engineering Technologists/ Technicians on proper maintenance of medical equipment

Responsibility 2: Manage health institution workshops

- Prepare annual work plans in the medical engineering unit.
- Prepare quarter and annual reports in the unit.
- Prepare a budget for carrying out planned preventive maintenance and repair of medical equipment.
- Ensure safe custody of workshop equipment and tools.

Responsibility 3: Provide technical advice to hospital management on medical engineering services

- Prepare technical specifications on medical equipment.
- Participate in the receipt and acceptance of medical equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, laptop and medical equipment in the workshop

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of resource allocation, timelines and performance appraisals.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Maintenance of medical equipment.

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher National Diploma in either Medical Engineering, Electrical, Electronics or Mechanical Engineering

Professional Qualifications / Membership to professional bodies

Association of Medical engineering of Kenya (AMEK)

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Medical Engineering Technologist I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Medical Engineering and Technology
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Senior Medical Engineering Technologist
Direct reports:	Medical Engineering Technologist II and III

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of functional, safe and well managed medical equipment.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Prepare maintenance and annual operation plans schedules and update maintenance records

- Prepare annual operation plans in liaison with section head.
- Prepare quarterly performance appraisal report.
- Prepare maintenance schedules
- Prepare annual budget for maintenance activities
- Fill and update job cards records correctly and other relevant maintenance data
- Update hospital inventory records appropriately.

Responsibility 2: Supervision of staff

- Supervision and instruction of Medical engineering technicians/technologist under him/her on day to day maintenance of equipment
- Supervise Implementation of maintenance and repair schedules as planned and provide general guidance.

- Provide technical advice.

II. Operational Responsibilities

Responsibility 1: Carry out routine maintenance and repair of medical equipment and hospital systems

- Carry out preventative maintenance and repair of medical equipment
- Carry out functional and calibration tests after preventative maintenance and document

Responsibility 2: Repair of hospital and medical equipment, plants and systems

- Repair all medical equipment, plants and document accordingly.
- Carry out functional and calibration tests after preventative maintenance and documents.

Responsibility 3: Demonstrate safe operation procedures to equipment users

- Train equipment users on all new and existing medical equipment
- Train newly deployed equipment users on safe operation of equipment.
- Train other junior Medical Engineering Technicians/technologist on safe operation of medical equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of tool box

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Injuries from working tools, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in either Medical Engineering, Electrical, Electronics or Mechanical Engineering

Professional Qualifications / Membership to professional bodies

Association of Medical engineering of Kenya (AMEK)

Previous relevant work experience required

The role requires three (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Medical Engineering Technologist II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Medical Engineering and Technology
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Engineering Technologist I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of functional, safe and well managed medical equipment.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Order spare parts and consumables for equipment being repaired

- Prepare routine orders for spare parts and consumables.
- Update bin cards with all spare parts ordered.
- Update hospital inventory
- Fill in job cards correctly.

Responsibility 2: supervision of staff

- Supervision and instruction of Medical engineering technicians/Technologists under him/her on day to day maintenance of equipment

II. Operational Responsibilities

Responsibility 1: Carry out routine maintenance and repair of medical equipment and hospital systems

- Carry out preventative maintenance and repair of medical equipment

- Carry out functional and calibration tests after preventative maintenance and document

Responsibility 2: Demonstrate safe operation procedures to equipment users

- Train equipment users on all new and existing medical equipment
- Train newly deployed equipment users on safe operation of equipment.
- Train other junior Medical Engineering Technicians/technologist on safe operation of medical equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of tool box

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Injuries from working tools, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications			
Diploma in either Medical Engineering, Electrical, Electronics or Mechanical Engineering			
Professional Qualifications / Membership to professional bodies			
Association of Medical engineering of Kenya (AMEK)			
Previous relevant work experience required			
The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Engineering Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Medical Engineering and Technology
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Engineering Technologist I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by ensuring availability of functional, safe and well managed medical equipment.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
. **Responsibility 1: Update maintenance records** • Fill request slips and other information correctly • Fill in job cards correctly. • Update hospital inventory • Prepare routine orders for spare parts and consumables inventory cards	
II. Operational Responsibilities	
Responsibility 1: Carry out routine maintenance and repair of medical equipment and hospital systems • Carry out preventative maintenance and repair of basic medical equipment under supervision of a Senior technologist	

- Carry out functional and calibration tests after preventative maintenance and document under supervision of a Senior technologist

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of tool box

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions on area of work under supervision of a senior technologist

IV. Working Conditions:

Physical challenges

Nature: Injuries from working tools, violence from patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in either Medical Engineering, Electrical, Electronics or Mechanical Engineering

Professional Qualifications / Membership to professional bodies

Association of Medical engineering of Kenya (AMEK)

Previous relevant work experience required

The role is an entry level position.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Engineering Technician**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Medical Engineering Technologist
Direct reports:	Medical Engineering Technician I, II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by ensuring availability of a functional, safe and well maintained medical equipment, plants, instruments and physical facilities.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Order spare parts and consumables for equipment being repaired • Prepare routine orders for spare parts and consumables. • Update bin cards with all spare parts ordered. **Responsibility 2: Prepare maintenance and annual operation plans schedules and update maintenance records** • Prepare annual operation plans in liaison with section head. • Prepare quarterly performance appraisal report. • Prepare maintenance schedules • Prepare annual budget for maintenance activities • Fill and update job cards records correctly and other relevant maintenance data • Update inventory records appropriately. **Responsibility 3: supervision of staff** • Supervision and instruction of Medical engineering technicians under him/her on day to day maintenance of equipment	

- Supervise Implementation of maintenance and repair schedules as planned and provide general guidance.

II. Operational Responsibilities

Responsibility 1: Routine maintenance of basic medical equipment

- Carry out preventative maintenance of medical equipment.
- Carry out functional and calibration tests after preventative maintenance and document.

Responsibility 2: Repair of hospital and medical equipment, plants and systems

- Repair all medical equipment , plants and document accordingly.
- Carry out functional and calibration tests after preventative maintenance and documents.

Responsibility 3: Demonstrate safe operation procedures to equipment users

- Train equipment users on all new equipment.
- Train newly deployed equipment users on safe operation of equipment.
- Train other junior Medical Engineering Technicians on safe operation of medical equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is not responsible for any safekeeping and general custodianship of equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is not responsible for the maintenance of records or data.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to undertake allocated or scheduled duties.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards such as electrocutions. communicable diseases, moving machinery that is heavy

Frequency: Daily

Working at non-standard hours

Nature: Works non-standard hours on a call basis

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Medical Engineering

At least one specialized course within the level of competence

Professional Qualifications / Membership to professional bodies

Membership of Association of Medical Engineering of Kenya (AMEK)

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Procurement and Disposal Regulations • Good communication • Interpersonal • Records management • Client service support and public relations • Ability to follow procedures and policies • Oral/ written communication • Administrative • Problem solving • Target setting	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Medical Engineering Technician I**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury
Reporting Relationships	
Reports to:	Senior Medical Engineering Technician
Direct reports:	Medical Engineering Technician II and III

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of a functional, safe and well maintained medical equipment, plants, instruments and physical facilities.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Order spare parts and consumables for equipment being repaired

- Prepare routine orders for spare parts and consumables.
- Update bin cards with all spare parts ordered.

Responsibility 2: Maintenance schedules and Update of maintenance records

- Prepare maintenance schedules
- Fill in job cards correctly.
- Fill inventory cards
- Prepare annual budget for maintenance activities

II. Operational Responsibilities

Responsibility 1: Routine maintenance of basic medical equipment

- Carry out preventative maintenance and repair of basic medical equipment
- Carry out functional and calibration tests after preventative maintenance and document

Responsibility 2: First line repair of hospital and medical equipment

- Repair all medical equipment and document accordingly.
- Carry out functional and calibration tests after preventative maintenance and documents.

Responsibility 3: Demonstrate safe operation procedures to equipment users

- Train equipment users on new equipment.
- Train newly deployed equipment users on safe operation of equipment.
- Train other junior Medical Engineering Technicians on safe operation, maintenance and repair of medical equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is not responsible for any safekeeping and general custodianship of equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is not responsible for the maintenance of records or data.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to undertake allocated or scheduled duties.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards such as electrocutions. communicable diseases, moving machinery that is heavy

Frequency: Daily

Working at non-standard hours

Nature: Works non-standard hours on a call basis

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in Medical Engineering
Professional Qualifications / Membership to professional bodies
Membership of Association of Medical Engineering of Kenya (AMEK)
Previous relevant work experience required
The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the Public Procurement and Disposal Regulations • Good communication • Interpersonal • Records management • Client service support and public relations • Ability to follow procedures and policies • Oral/ written communication • Administrative • Problem solving • Target setting	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Engineering Technician II**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury
Reporting Relationships	
Reports to:	Medical Engineering Technician I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of a functional, safe and well maintained medical equipment, plants, instruments and physical facilities.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Order spare parts and consumables for equipment being repaired

- Prepare routine orders for spare parts and consumables.
- Update bin cards with all spare parts ordered.

Responsibility 2: Update maintenance records

- Fill request slips and other information correctly
- Fill in job cards correctly.
- Fill inventory cards

II. Operational Responsibilities

Responsibility 1: Routine maintenance of basic medical equipment

- Carry out preventative maintenance and repair of basic medical equipment under supervision of a Senior Technician or technologist
- Carry out functional and calibration tests after preventative maintenance and document under supervision of a Senior Technician or technologist

Job Dimensions:

I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is not responsible for any safekeeping and general custodianship of equipment. B. Land N/A C. Records, data, information, confidential information The role is not responsible for the maintenance of records or data. D. Any other N/A
III. Decision Making:
The role makes decision on maintenance and repairs on consultation with a senior technician/Technologist
IV. Working Conditions:
Physical challenges Nature: Accidents and hazards such as electrocutions. communicable diseases, moving machinery that is heavy Frequency: Daily **Working at non-standard hours** Nature: Works non-standard hours on a call basis Frequency: Weekly **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in Medical Engineering
Professional Qualifications / Membership to professional bodies
Membership of Association of Medical Engineering of Kenya (AMEK)
Previous relevant work experience required
The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Procurement and Disposal Regulations • Good communication • Interpersonal • Records management • Client service support and public relations • Ability to follow procedures and policies • Oral/ written communication • Administrative • Problem solving • Target setting	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Engineering Technician III**
Job Group:	G
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Engineering Technician I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by ensuring availability of a functional, safe and well maintained medical equipment, plants, instruments and physical facilities.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Update maintenance records under supervision of Senior technician or Technologist

- Fill request slips and other information correctly
- Fill in job cards correctly.
- Fill inventory cards

II. Operational Responsibilities

Responsibility 1: Routine maintenance of basic medical equipment

- Carry out preventative maintenance and repair of simple medical equipment under supervision of a Senior Technician or technologist

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is not responsible for any safekeeping and general custodianship of equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is not responsible for the maintenance of records or data.

D. Any other

N/A

III. Decision Making:

The role makes decision on maintenance and repairs on consultation with a senior technician/Technologist

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards such as electrocutions. communicable diseases, moving machinery that is heavy

Frequency: Daily

Working at non-standard hours

Nature: Works non-standard hours on a call basis

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Medical Engineering

Professional Qualifications / Membership to professional bodies

Membership of Association of Medical Engineering of Kenya (AMEK)

Previous relevant work experience required

The role is an entry level position.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Procurement and Disposal Regulations • Good communication	• Organisational, managerial and administrative abilities

• Interpersonal • Records management • Client service support and public relations • Ability to follow procedures and policies • Oral/ written communication • Administrative • Problem solving • Target setting	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Principal Assistant Occupational Therapist**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Occupational Therapy / Rehabilitation Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Clinical Practice
Direct reports:	Principal Assistant Occupational Therapist
Job Purpose	
Assist the Ministry achieve its overall mandate by formulating, developing, reviewing and implementing Occupational Therapy policies, guidelines, interpreting procedures and standards.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and review standards and guidelines that guide the profession • Develop standards and guidelines that guide occupational therapy services. • Assist in the formulation of the national occupational therapy policy at the headquarter level. • Capacity build and disseminate information on standards and guidelines for occupational therapy services in the country. • Ensure adherence to the set standards, guidelines and practices for occupational therapy services.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Day to day occupational therapy management • Ensure the functional, educational and vocational assessment tools are being implemented at the institutions. • Facilitate development of occupational therapy health education materials for public consumption. • Identify training needs and skills gaps for the occupational therapy department and forward to approvers.	

- Develop annual work plans and procurement plans.
- Develop and or provide the specifications for occupational therapy equipment, tools and materials.
- Report on the occupational therapy department activities on a monthly, quarterly and annual basis.

Responsibility 2: Establish database for information on occupational therapy

- Coordinate the collection and compiling of data and information related to occupational therapy from various occupational therapy units from the counties.
- Development of occupational therapy standard data collection tool.
- Data analysis.

Responsibility 3: Heads rehabilitation services unit

- Carry performance assessment and appraisal to subordinates.
- Identify training needs and forward to ministerial training committee for approval.
- Prepare quarterly performance reports.
- Prepare unit annual work plans.

II. Operational Responsibilities

Responsibility 1: Assist in conducting research for occupational therapy projects and programs in the communities

- Supervise field work in the communities to identify rehabilitation needs in the community.
- Assist in the design of specific programs/ projects related to collected data from different communities.
- Mobilise resources from development partners and other stakeholders to assist in starting up rehabilitation projects and programs to be carried out in communities.
- Assess the impact of the programs and projects in the communities and makes recommendation based on finding.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of Section and other units reference materials

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit in consultation with the head of clinical practice division and sections heads in terms of implementation of policy, scheduling and allocating of duties and timelines.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: To attend meetings, conferences and supervision.

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher Diploma in any of the following disciplines: Sensory integration, speech therapy, Hand Therapy, Gerontology, Neuro- Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy, Psychosocial Occupational Therapy or specialized driver assessment

Professional Qualifications / Membership to professional bodies

- Registered member of Kenya occupational therapists association
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required	
The role requires 18 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Assistant Occupational Therapist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy/ Rehabilitation Services
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Senior Principal Assistant Occupational Therapist
Direct reports:	Senior Assistant Occupational Therapist
Job Purpose	
To support the Ministry in achieving its overall mandate by facilitating the occupational therapy service provision in the department within referral institution and the surrounding community.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1:Day to day occupational therapy management at the institution • Ensure the functional, educational and vocational assessment tools are being used at the institutions. • Assist in development of occupational therapy and disability health education materials for public consumption. • Performance management appraisal of subordinate staff. • Identify training needs and skills gaps for the occupational therapy department and forwards to facility training committee for approval. • Supervise and assess students on practical training. • Develop annual work plans for occupational therapy section. • Prepares annual procurement plans budget for the section. • Coordinate and ensure scheduling of duties for personnel in occupational therapy department • Develop and or provide specifications for specific occupational therapy equipment, tools and materials for institution	

- Report on the occupational therapy department activities on a monthly, quarterly and annual basis

Responsibility 2:Establishes a data base of information on occupational therapy

- Coordinate the collection and compiling of data and information related to occupational therapy from various occupational therapy units within the institution to keep officers abreast.
- Ensure that compiled information is shared with the entire workforce in the department to keep officers informed.
- Ensure that compiled information is shared with the management of the institution.
- Ensure availability and use of appropriate occupational therapy data/information collection tools.

Responsibility 3:Formulation and review of standards and guidelines that guide the profession

- Develop standards and guidelines that guide the staff in occupational therapy service provision at the institution.
- Assist in the formulation of the national occupational therapy policies, guidelines and standard at the headquarter level.
- Ensure adherence to the set standards, guidelines and practices of occupational therapy professionals at the institution.
- Ensure adherence to ethical practices in occupational therapy service provision by the professionals at the institution.

II. Operational Responsibilities

Responsibility 1: Assessing, formulating and implementing patients treatment plan

- Ensures that the patient's history is taken to identify the duration of complaints.
- Makes occupational therapy diagnosis and institutes its management.
- Develops treatment plans and ensures implementation of the same to the patient.
- Evaluates the progress of the patient and manages as per the result.
- Ensures proper rehabilitation of patients discharged from the institution and follow ups on patient's resettlement program.

Responsibility 2:Assist in conducting research for occupational therapy projects and programs in the communities

- Supervise field work in the communities to identify rehabilitation needs in the community.

- Assist in the design of specific programs/ projects related to collected data from different communities.
- Mobilize resources from local and international development partners and other stakeholders to assist in rehabilitation projects and programs in the communities.
- Assess the impact of the programs and projects in the communities and makes recommendation based on findings

Job Dimensions:

I. Financial Responsibility:

The role is not an AIE holder and does not control or manage finances

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards Office furniture, office equipment and accessories, therapy equipment and materials

B. Land

N/A

C. Records, data, information, confidential information

Safeguards literature, data and relevant information relating to section and general management

D. Any other

N/A

III. Decision Making:

The role makes decisions for self and team in terms of implementation of policies, guidelines, scheduling and allocating of duties and timelines, and requests of sectional therapy supplies

IV. Working Conditions:

Physical challenges

Nature: Exposure to communicable diseases such as Tuberculosis and tissue injuries and fractures when dealing with patients, developing physical disabilities

Frequency: Daily

Working at non-standard hours

N/A

Out of station travelling

Nature: The role travels out of station to attend meetings and training

Frequency: Ad hoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Occupational Therapy

Professional Qualifications / Membership to professional bodies

- Member of Kenya occupational therapists association

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	Behavioral Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Department			

Job Title:	**Chief Assistant Occupational Therapist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy/ Rehabilitation Services
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Principal Assistant Occupational Therapist
Direct reports:	Senior Assistant Occupational Therapist
Job Purpose	
To support the Ministry in achieving its overall mandate by facilitating, coordinating, planning and executing the occupational therapy service provision in the section within a referral institution and the surrounding community to enhance the quality of life of patients /clients with physical, mental and developmental performance challenges.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1:Day to day occupational therapy management at the institution • Ensure the functional, educational and vocational assessment tools are being used in the section. • Assist the section in development of occupational therapy and disability health education materials for public consumption. • Performance management appraisal of subordinate staff. • Identify training needs and skills gaps for the occupational therapy section and shares with department for consideration. • Assist in the development of annual work plans for occupational therapy section. • Assist in the Preparation of annual procurement plans and budget for the section. • Ensures scheduling of duties for personnel in the occupational therapy section. • Develop and or provide specifications for specific occupational therapy equipment, tools and materials for institution.	

- Report on the occupational therapy section activities on a monthly, quarterly and annual basis.
- Supervise and assess students on practical training.

Responsibility 2:Establishes a data base of information on occupational therapy collection and compiling of data and information related to occupational therapy from various occupational therapy units within the institution to keep officers abreast

- Ensure that compiled information is shared with the entire workforce in the section to keep officers informed.
- Ensure that compiled information is shared with the management of the institution.
- Ensure availability and use of appropriate occupational therapy data/information collection tools.

Responsibility 3:Formulation and review of standards and guidelines that guide the profession

- Assist in the development of standards and guidelines that guide the staff in occupational therapy service provision at the institution.
- Assist in the formulation of the national occupational therapy policies, guidelines and standard at the headquarter level.
- Ensure adherence to the set standards and ethical practices in occupational therapy service provision by the professionals at the institution.

II. Operational Responsibilities

Responsibility 1: Assessing, formulating and implementing patients treatment plan

- Ensure that the patient's history is taken to identify the duration of complaints.
- Make occupational therapy diagnosis and institutes its management.
- Identify and use appropriate treatment media equipment and materials.
- Develop treatment plans and ensures implementation of the same to the patient.
- Evaluate the progress of the patient and manages as per the result.
- Ensure proper rehabilitation of patients discharged from the institution and follow ups on patient's resettlement program.
- Carry out home environment assessment and organizes adaptations to suit clients as per their needs.

Responsibility 2:Assist in conducting research for occupational therapy projects and programs in the communities

- Ensure the identification of rehabilitation needs in the community is carried out.

- Assist in the design of specific programs/ projects related to collected data from different communities.
- Mobilize resources from local development partners and stakeholders to assist in rehabilitation projects and programs in the communities.
- Assess the impact of the programs and projects in the communities and makes recommendation based on findings.

Job Dimensions:

I. Financial Responsibility:

The role is not an AIE holder and does not control or manage finances

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards Office furniture, office equipment and accessories, therapy equipment and materials

B. Land

N/A

C. Records, data, information, confidential information

Safeguards literature, data and relevant information relating to section and general management

D. Any other

N/A

III. Decision Making:

The role makes decisions for self and team in terms of implementation of policies, guidelines, scheduling and allocating of duties and timelines, and requests of sectional therapy supplies

IV. Working Conditions:

Physical challenges

Nature: Exposure to communicable diseases such as Tuberculosis and tissue injuries and fractures when dealing with patients, developing physical disabilities

Frequency: Daily

Working at non-standard hours

N/A

Out of station travelling

Nature: The role travels out of station to attend meetings and training

Frequency: Ad hoc
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Occupational Therapy
Professional Qualifications / Membership to professional bodies
• Member of Kenya occupational therapists association
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	**Behavioral Competencies/Attributes**
• Knowledge of International Health Regulations • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Department			

Job Title:	**Senior Assistant Occupational Therapist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy / Rehabilitation
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Chief Assistant Occupational Therapist
Direct reports:	Assistant Occupational Therapist I
Job Purpose	
To support in the achievement of the Ministry of Health mandate by coordinating and planning occupational therapy services in the institutions so as to enhance the quality of life of patients /clients with physical, mental and developmental performance challenges.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: In-charge of the occupational therapy unit at the institution • Maintain up to date records and data related to patients. • Allocate duties to subordinate officers in the occupational therapy unit at the institution. • Ensure proper requisition and utilisation of occupational therapy supplies and equipment by other officers. • Prepare annual work plans and procurement plans. • Prepare reports frequently on occupational therapy.	
II. Operational Responsibilities	
Responsibility 1: Assess, formulate and implement patients treatment plan • Take the history of patients to get accurate health details. • Assess the patient for functionalities such as special needs or adaption of the living environment in order to determine the cause of treatment. • Formulate specific treatment plan for patient according to assessment. • Implement the treatment plans and continuously monitor the progress of the patient to determine the effectiveness of treatment.	

- Provide health education to patients and care givers to ensure continuity of therapy.
- Ensure progress on patients is followed up on and documented.

Responsibility 2: Induct students on practical training on occupational therapy services

- Ensure that students are oriented within the clinical areas and the facility.
- Mentor and supervise the students while in the institution.

Responsibility 3: Collect and compile occupational therapy data for research to inform decisions

- Carry out research to enable the identification of new emerging occupational therapy challenges and gaps currently existing in guidelines.
- Discuss with the management and stakeholders on ways to improve occupational therapy treatment in the facilities.
- Refer patients within and without the institution for management.

Responsibility 4: Assess, formulate and implement patients treatment plan

- Ensure that the patient's history is taken to identify the duration of complaints.
- Make occupational therapy diagnosis and institute its management.
- Develop treatment plans and ensure implementation of the same to the patient.
- Evaluate the progress of the patient and manage as per the result.
- Ensure proper rehabilitation of patient's discharged from the institution and follow up on patients' resettlement program.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Computers and accessories, office furniture and fittings, therapeutic appliances for the department

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and custodianship of patients notes and monthly reports

D. Any other

N/A

III. Decision Making:

The role makes decisions for the section in terms of scheduling of duties and timelines.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Occupational Therapy

Professional Qualifications / Membership to professional bodies

Member of Kenya Occupational Therapists Association

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities

• Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Occupational Therapist I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy
Location / Work station:	National Spinal Referral Hospital
Reporting Relationships	
Reports to:	Senior Assistant Occupational Therapist
Direct reports:	Assistant Occupational Therapist II and III
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by providing preventive, promotive, rehabilitative and palliative care using occupational therapist process in physical disability, paediatrics and mental health	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Assess, formulate and implement patients' treatment plan • Take patients' social and medical histories. • Develop patient treatment plans. • Offer occupational therapy treatment and follow up. **Responsibility 2: Carry out clients functional assessments and formulation of necessary interventions** • Takes social, medical and functional history of patient using pre-determined tools. • Intervene by offering occupational services to determine the nature of the ailment. • Develop home programme activities. • Carry out follow ups for optimum functions. **Responsibility 3: Carry out home visits and follow ups of patients progress** • Visits paroled patients. • Make phone calls to both the patient and care givers as may be appropriate. • Client's home environment assessment and adaptations.	

Responsibility 4: Sensitise the community on occupational therapy issues

- Distribute leaflets to inform the community on occupational therapy issues.
- Organise community based occupational therapy health talks.
- Present at continuous medical education forums in the facility.

Responsibility 5: Collect data for operational research and preparation of periodic reports

- Observe the environment of the research process.
- Interview and fill in the questionnaires.
- Analyse data and give recommendations.
- Compile daily and monthly reports and submit to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of occupational therapy records and treatment plans

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled allocated duties, documentation of daily and monthly patient treatment plans and follow ups on resettlements.

IV. Working Conditions:

Physical challenges

Nature: Tissue injuries and fractures when performing outdoor activities with patients, physical injury, communicable diseases, developing physical disabilities

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Resettlement of patients

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Occupational Therapy

Professional Qualifications / Membership to professional bodies

Certificate in computer applications

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Occupational Therapist II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Assistant Occupational Therapist I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by providing preventive, promotive, rehabilitative and palliative care using occupational therapy for physical disability, paediatrics and mental health.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Assess, formulate and implement patients treatment plan • Take the patients social and medical histories to aid in developing patient treatment plans. • Offer occupational therapy treatment and follow up.. **Responsibility 2: Maintain records and data relating to patients** • Complete pre-determinal assessment tool. • File the completed assessment tool and ensure that confidential files are stored properly. **Responsibility 3: Carry out home visits and follow ups of patients progress** • Visit paroled patients to make follow ups with patients. • Make phone calls to both the patient and care givers as may be appropriate. **Responsibility 4: Sensitise the community on occupational therapy issues** • Distribute leaflets to inform the community on occupational therapy issues. • Organise community based occupational therapy health talks.	

- Present continuous medical education forums at the facility.

Responsibility 5: Collect data for operational research and preparation of periodic reports

- Observe the environment of the research process.
- Carry out interviews and analyse data in order to give recommendations.
- Compile daily and monthly reports and submit to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of occupational therapy records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled allocated duties, documentation of daily and monthly patient treatment plans and follow ups on resettlements

IV. Working Conditions:

Physical challenges

Nature: Tissue injuries and fractures when performing outdoor activities with patients, physical injury, communicable diseases, developing physical disabilities

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Resettlement of patients

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Occupational Therapy			
Professional Qualifications / Membership to professional bodies			
Certificate in computer applications			
Previous relevant work experience required			
The role requires three (3) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.			

Functional Skills	**Behavioural Competencies/Attributes**
• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Occupational Therapist III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Occupational Therapy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Assistant Occupational Therapist I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by providing preventive, promotive, rehabilitative and palliative care using occupational therapy for physical disability, paediatrics and mental health.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Assess, formulate and implement patients treatment plan • Take the patients social and medical histories to aid in developing patient treatment plans. • Offer occupational therapy treatment and follow up.. **Responsibility 2: Maintain records and data relating to patients** • Complete pre-determinal assessment tool. • File the completed assessment tool and ensure that confidential files are stored properly. **Responsibility 3: Carry out home visits and follow ups of patients progress** • Visit paroled patients to make follow ups with patients. • Make phone calls to both the patient and care givers as may be appropriate. **Responsibility 4: Sensitise the community on occupational therapy issues** • Distribute leaflets to inform the community on occupational therapy issues. • Organise community based occupational therapy health talks.	

- Present continuous medical education forums at the facility.

Responsibility 5: Collect data for operational research and preparation of periodic reports

- Observe the environment of the research process.
- Carry out interviews and analyse data in order to give recommendations.
- Compile daily and monthly reports and submit to supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of occupational therapy records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled allocated duties, documentation of daily and monthly patient treatment plans and follow ups on resettlements

IV. Working Conditions:

Physical challenges

Nature: Tissue injuries and fractures when performing outdoor activities with patients, physical injury, communicable diseases, developing physical disabilities

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Resettlement of patients

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Occupational Therapy	
Professional Qualifications / Membership to professional bodies	
Certificate in computer applications	
Previous relevant work experience required	
The role is an entry level position.	
Functional Skills	**Behavioural Competencies/Attributes**
• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Physiotherapist**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health services
Division:	Clinical Practice
Section / Unit:	Physiotherapy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Rehabilitation Services
Direct reports:	Deputy Chief Physiotherapist

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing physiotherapy services and facilitate registration of persons with disability in the Country.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate physiotherapy and disability policies

- Develop standard criteria guidelines on evaluation and assessment of persons with disabilities for registration.
- Develop internship policy for physiotherapy.
- Formulate and review physiotherapy policy guidelines standard procedures (clinical) and operative procedures on physiotherapy protocols.
- Develop clinical guidelines on clinical attachment, assessment and evaluation of students on clinical attachment.
- Establish an inventory for physiotherapy equipment in national and county governments.
- Develop specifications for physiotherapy materials and equipment to guide the national and county government on issues of procurement.
- Develop standard and guidelines on training practice of physiotherapy.
- Facilitate and develop disability health policy.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Co-ordination of physiotherapy services and disability mainstreaming

- Provide technical advice on physiotherapy, rehabilitation and disability mainstreaming concept.
- Facilitate fast tracking of disability categorization and assessment for Registration of persons with disabilities (PWDs) by the National Council for Persons with disability.
- Liaise with internal and external stakeholders in the implementation of physiotherapy and rehabilitation programs.
- Facilitate development of health promotion and education materials for sensitization and physiotherapy protocols.
- Ensure and facilitate classification of paralympians (for disability teams).
- Facilitate and support departments/ organisation of and for sports

Responsibility 2: Planning and budgeting for the section

- Participate in the development of the Ministry's strategic plan.
- Develop the annual work plan for the section.
- Contribute in the development of the budget in line with the annual work plan.
- Participate in the procurement plan by establishing an inventory for physiotherapy equipment in national and county governments.

Responsibility 3: Manage the section's personnel

- Manage the performance contracting process for the section.
- Monitor and review staff performance quarterly and appraise staff once a year.
- Coordinate and provide guidance on staff development, discipline and career progression.
- Interlink with key stakeholders for physiotherapy and disability issues

Responsibility 4: Co-ordinate capacity development for the cadre

- Ensure that medical personnel nationally and counties are sensitised in the area of assessment, evaluation and categorisation of disability for registration of persons with disabilities.
- Participate and facilitate in the development of a physiotherapy curriculum with Universities, Kenya Medical Training Colleges, Private Training Institutions, Physiotherapy Council of Kenya and the Kenya Society of Physiotherapists.
- Provide technical support to Physiotherapists in national institutions and counties in assessment, evaluation and the classification of injuries and disability for various services.

- Ensure continuous professional development/CME at the national and the counties.

III. Operational Responsibilities

Responsibility 1: Facilitate Registration Of Persons With Disability

- Ensure the timely fast tracking of assessment reports and forward to the national council for persons with disability.
- Respond to appeals of Persons with Disability (cases rejected, referred, deferred, or otherwise).

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for accounting for budget expenditure on costs incurred in monitoring physiotherapy and disability services and general administration of the Section.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office equipment such as computer and accessories, office furniture and laptop. assets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to assess data on persons with disability information

D. Any other

N/A

III. Decision Making:

The role makes decisions for the section and team in terms of work planning, timelines and policy implementation, physiotherapist internship policies, registration of the physiotherapists and indexing of students.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Adhoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters of Science degree in physiotherapy

Professional Qualifications / Membership to professional bodies

- Registered by the Physiotherapy Council of Kenya
- Certificate of practice (current) from the Physiotherapy Council of Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Understanding of National goals, policies and objectives and ability to relate physiotherapy function to vision 2030 and Millennium Development Goals (Sustainable Development) • Communicating effectively • Planning and organizing • Resource management • Project planning and management • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Interpersonal	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

• Computer literacy			
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Deputy Chief Physiotherapist**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health services
Division:	Clinical Practice
Section / Unit:	Physiotherapy
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Physiotherapist
Direct reports:	Deputy Chief Physiotherapist

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing Physiotherapy services in the Country.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Co-ordinate physiotherapy services and disability mainstreaming

- Conduct research on emerging trends and issues in physiotherapy
- Co-ordinate development of health promotion and education materials
- Liase with internal and external stake holders in implementation of physiotherapy and rehabilitation program
- Assess and evaluate students on clinical internship
- Collect, collate and analyse data on disability assessment and clinical physiotherapy

Responsibility 2: Develop and implement policies, standards, guidelines and clinical procedures in physiotherapy

- Develop clinical guidelines on clinical attachment, assessment and evaluation of students on clinical attachment

Responsibility 3: Preparation and development of strategic plans

- Inventory for physiotherapy and disability
- Ensure holistic provision of physiotherapy in institutionsns of learning, community, industrial and sports settings

II. Operational Responsibilities

Responsibility 1: Facilitate the registration of persons with disability

- Ensure the timely assessment of reports and forward to the national council for persons with disability.
- Respond to appeals from persons with disabilities (cases rejected, referred, deferred or otherwise)

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office equipment such as computer and accessories, office furniture and laptop. assets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to assess data on persons with disability information.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the section and team in terms of work planning, timelines and policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Science degree in physiotherapy
Professional Qualifications / Membership to professional bodies
• Registered by the Physiotherapy Council of Kenya. • Certificate of practice from the Physiotherapy Council of Kenya. • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.
Previous relevant work experience required
The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Understanding of National goals, policies and objectives and ability to relate physiotherapy function to vision 2030 and Millennium Development Goals • Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Managerial and administrative • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Physiotherapist**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health services
Division:	Clinical Practice
Section / Unit:	Physiotherapy
Location / Work station:	N/A
Reporting Relationships	
Reports to:	Senior Deputy Chief Physiotherapist
Direct reports:	Assistant Chief Physiotherapist

Job Purpose

To ensure that the Ministry of Health achieves its mandate by providing Physiotherapy services in the Country.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Co-ordinate physiotherapy services and disability mainstreaming

- Provide technical advice on physiotherapy, rehabilitation and disability mainstreaming.
- Facilitate fast tracking of disability categorization, assessment for registration of persons with disabilities by the National Council for Persons with Disability
- Liaise with internal and external stakeholders in the implementation of physiotherapy and rehabilitation programs.
- Facilitate development of health promotion and education materials for sensitization and physiotherapy protocols.

Responsibility 2: Coordinate capacity development for the cadre

- Ensure that medical personnel at the national and county level are sensitised in the area of assessment, evaluation and categorisation of disability for registration of Persons with disabilities.
- Participate and facilitate in the development of a physiotherapy curriculum with Universities and Kenya Medical Training Colleges and the Kenya Society of Physiotherapists.

- Provide technical support to physiotherapists in national institutions and counties in assessment, evaluation and the classification of injuries and disabilities for various services.

II. Operational Responsibilities

Responsibility 1: Facilitate the registration of persons with disability

- Ensure the timely assessment of reports and forward to the national council for persons with disability.
- Respond to appeals from persons with disabilities (cases rejected, referred, deferred or otherwise)

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office equipment such as computer and accessories, office furniture and laptop. assets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to assess data on persons with disability information.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the section and team in terms of work planning, timelines and policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Science degree in physiotherapy

Professional Qualifications / Membership to professional bodies

- Registered by the Physiotherapy Council of Kenya.
- Certificate of practice from the Physiotherapy Council of Kenya.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Understanding of National goals, policies and objectives and ability to relate physiotherapy function to vision 2030 and Millennium Development Goals • Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**

Head of Department			
HR Representative			

Job Title:	**Senior Assistant Chief Physiotherapist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Physiotherapy
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Deputy Chief Physiotherapist
Direct reports:	Assistant Chief Physiotherapist

Job Purpose

To ensure that the Ministry of Health achieves its mandate by ensuring the provision of world class physiotherapy services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Co-ordination of physiotherapy services at national referral hospital

- Co-ordinate assessment and categorization of PWDs
- Analyse of research results from various neuro-musculoskeletal and cardio-respiratory articles for use
- Coach and mentor staff and students on internship
- Allocate and schedule duties for staff in the Unit.

II. Operational Responsibilities

Responsibility 1: Administration of physiotherapy treatment to the patients

- Assess and evaluate patients with physiotherapy needs in line with the physiotherapy tool.
- Carry out physical disability assessments for categorization and registration.
- Formulate patient treatment plan in line with the results of the assessment
- Provide the necessary treatment as per treatment plan, for example, therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions.
- Provides service to patients by monitoring progress through follow up home visits.

Responsibility 2: Provide health promotion services on physiotherapy

- Sensitize the community on physiotherapy issues to create awareness and prevent occurrence of neuromasculoskeletol injuries.
- Build the capacity of the community on ways of managing and assisting people with neuromasculoskeletol disorders.
- Ensure that there is sustainable recovery of patients by giving support and health education to the patient and the relatives.

Responsibility 3: Provide administrative services

- Verify and maintain information, records and progress reports relating to patients.
- Prepare monthly reports both statistic and narrative for internal use and submission to the Ministry respectively.
- Ensure availability of physiotherapy supplies and equipment.
- Collate and compile data for research.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of assets allocated to it such as physiotherapy equipment, computer and accessories and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of documents and records such as Inventory of equipment in Physiotherapy Department, data on clinical physiotherapy protocol.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on team on timelines, resource allocation, daily and weekly reporting.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Physiotherapy

Professional Qualifications / Membership to professional bodies

- Certificate of registration from Kenya society of Physiotherapists(KSP)
- Certificate of registration from Physiotherapy Counsel of Kenya (CPCK)

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Public health promotion • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Physiotherapist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Physiotherapy/ Rehabilitation
Location / Work station:	County Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent and Chief Physiotherapist
Direct reports:	Assistant Senior Physiotherapist
Job Purpose	
To provide quality, preventive, primitive, curative and rehabilitative physiotherapy treatment for maximum physical functionality and performance	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1:Planning and co-ordination of physiotherapy services at national referral hospital • Determine future operations (human resource, equipment's, programs) to meet the objectives of physiotherapy services.	
III. Operational Responsibilities	
Responsibility 1: Administration of physiotherapy protocols • Plan and execute appropriate physiotherapy protocols to clients. • Evaluate treatment outcomes for review, placement, referral or discharge of clients. **Responsibility 2:Management of physiotherapy equipment's and supplies** • Requisition and ensure availability of physiotherapy supplies and equipment's. • Maintain equipment inventory. **Responsibility 3:Record keeping** • Maintain information and records relating to patients. • Analyze data and preparing reports.	

Job Dimensions:
I. Financial Responsibility:
The role is not an AIE holder and does not control or manage finances
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Safeguards: • physiotherapy equipment's • desk top computer with accessories • lap tops • furniture B. Land N/A C. Records, data, information, confidential information Safeguards data on physiotherapy conditions, clients and onward forwarding D. Any other N/A
III. Decision Making:
The role makes decisions for self
IV. Working Conditions:
Physical challenges N/A **Working at non-standard hours** Nature: To attend ICU patients Frequency : Night shift **Out of station travelling** N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in physiotherapy
Professional Qualifications / Membership to professional bodies

• registered by physiotherapy council of Kenya (pck) • valid certificate of practice (current) by pck
Previous relevant work experience required
The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	**Behavioral Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Department			

Job Title:	**Assistant Senior Physiotherapist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Physiotherapy
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Assistant Chief Physiotherapist
Direct reports:	Physiotherapist I

Job Purpose

To ensure that the Ministry of Health achieves its mandate by ensuring the provision of world class physiotherapy services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Supervise and co-ordinate activities of staff in the department

- Allocate and schedule duties for staff in the Unit.
- Ensure that staff achieves set objectives and delivery of service by supervising them.
- Manage the performance contracting process.
- Ensure that ethics and regulations are observed.

Responsibility 2: Coordinate activities in the department

- Participate in the formulation and implementation of the Institution's strategic and annual work plan.
- Participate in the development of the departmental work plan and budget.
- Chair departmental meetings and participate in departmental planning.
- Coordinate Continuous Medical Education Facilitation from the department.
- Coordinate the teaching for students and interns on attachment.
- Monitor and ensure the security of staff and patients in the Department.

II. Operational Responsibilities

Responsibility 1: Administration of physiotherapy treatment to the patients

- Assess and evaluate patients with physiotherapy needs in line with the physiotherapy tool.
- Carry out physical disability assessments for categorization and registration.
- Formulate patient treatment plan in line with the results of the assessment
- Provide the necessary treatment as per treatment plan, for example, therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions.
- Provides service to patients by monitoring progress through follow up home visits.

Responsibility 2: Provide health promotion services on physiotherapy

- Sensitize the community on physiotherapy issues to create awareness and prevent occurrence of neuromasculoskeletol injuries.
- Build the capacity of the community on ways of managing and assisting people with neuromasculoskeletol disorders.
- Ensure that there is sustainable recovery of patients by giving support and health education to the patient and the relatives.

Responsibility 3: Provide administrative services

- Verify and maintain information, records and progress reports relating to patients.
- Prepare monthly reports both statistic and narrative for internal use and submission to the Ministry respectively.
- Ensure availability of physiotherapy supplies and equipment.
- Collate and compile data for research.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of assets allocated to it such as physiotherapy equipment, computer and accessories and office furniture.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of documents and records such as Inventory of equipment in Physiotherapy Department, data on clinical physiotherapy protocol.

D. Any other

N/A

III. Decision Making:
The role makes decisions for the team on team on timelines, resource allocation, daily and weekly reporting.
IV. Working Conditions:
Physical challenges Nature: Infections and communicable diseases in the hospital Frequency: Daily **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Physiotherapy
Professional Qualifications / Membership to professional bodies
• Certificate of registration from Kenya society of Physiotherapists(KSP) • Certificate of registration from Physiotherapy Counsel of Kenya (CPCK)
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Public health promotion • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Physiotherapist I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Physiotherapy
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Senior Physiotherapist
Direct reports:	Physiotherapist II and III
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring the provision of world class physiotherapy services at the facility.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Administer physiotherapy treatment to the patients • Assess and evaluate patients with physiotherapy needs in line with the physiotherapy tool. • Carry out physical disability assessments for categorization and registration. • Formulate patient treatment plan in line with the results of the assessment. • Provide the necessary treatment as per treatment plan, for example therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions. • Provide service to patients by monitoring progress through follow up home visits. **Responsibility 2: Provide health promotion services on physiotherapy** • Sensitize the community on physiotherapy issues to create awareness and prevent occurrence of neuromasculoskeletol injuries. • Build the capacity of the community on ways of managing and assisting people with neuromasculoskeletol disorders.	

- Ensure that there is sustainable recovery of patients by giving support and health education to patient and the relatives.

Responsibility 3: Providing administrative services

- Verify and maintain information, records and progress reports relating to patients.
- Prepare monthly reports both statistic and narrative for internal use and submission to the Ministry respectively.
- Ensure availability of physiotherapy supplies and equipment
- Collate and compile data for research.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

Role is responsible for the safe custody of documents and records such as inventory of equipment in physiotherapy department, data on clinical physiotherapy protocol.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Physiotherapy.			
Professional Qualifications / Membership to professional bodies			
• Certificate of registration from Kenya society of Physiotherapists (KSP). • Certificate of registration from Physiotherapy Counsel of Kenya (CPCK).			
Previous relevant work experience required			
The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Public health promotion • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Physiotherapist II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Physiotherapy/ Rehabilitation
Location / Work station:	
Reporting Relationships	
Reports to:	Physiotherapist I
Direct reports:	N/A
Job Purpose	
To provide quality, preventive, promotive, curative and rehabilitative physiotherapy treatment for maximum physical functionality and performance	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Administration of physiotherapy protocols • Screen, assess and execute physiotherapy treatment. • Make recommendations for revaluation referral/discharge. **Responsibility 2:Management of physiotherapy equipment's and supplies** • Ensure prudent utilization of supplies and equipment's. • Report on stock outs and equipment break downs. **Responsibility 3:Record keeping** • Document clients/patients information. • Ensure proper handling of patient's records.	
Job Dimensions:	
I. Financial Responsibility:	
The role is not an AIE holder and does not control or manage finances	

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards:

- physiotherapy equipment's
- desk top computer with accessories
- lap tops
- furniture

B. Land

N/A

C. Records, data, information, confidential information

Safeguards data on physiotherapy conditions, clients and onward forwarding

D. Any other

N/A

III. Decision Making:

The role makes decisions for self

IV. Working Conditions:

Physical challenges

N/A

Working at non-standard hours

Nature: To attend ICU patients

Frequency : Night shift

Out of station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in physiotherapy

Professional Qualifications / Membership to professional bodies

- registered by physiotherapy council of Kenya (pck)
- valid certificate of practice (current) by pck

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	Behavioral Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Department			

Job Title:	**Physiotherapist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Physiotherapy/ Rehabilitation
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Physiotherapist I
Direct reports:	None
Job Purpose	
To provide quality, preventive, primitive, curative and rehabilitative physiotherapy treatment for maximum physical functionality and performance.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Administration of physiotherapy protocols • Screen, assess and execute physiotherapy treatment (under supervision). **Responsibility 2:Management of physiotherapy equipment's and supplies** • Ensure prudent utilization of supplies and equipment's (under supervision). **Responsibility 3:Record keeping** • Document clients/patients information (under supervision).	
Job Dimensions:	
I. Financial Responsibility:	
The role is not an AIE holder and does not control or manage finances	
II. Responsibility for Physical Assets	

A. Equipment (Machinery, Instruments, Tools)

Safeguards:

- physiotherapy equipment's
- desk top computer with accessories
- lap tops
- furniture

B. Land

N/A

C. Records, data, information, confidential information

Safeguards data on physiotherapy conditions, clients and onward forwarding

D. Any other

N/A

III. Decision Making:

The role makes decisions for self

IV. Working Conditions:

Physical challenges

N/A

Working at non-standard hours

Nature: To attend ICU patients

Frequency : Night shift

Out of station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in physiotherapy

Professional Qualifications / Membership to professional bodies

- Registered by physiotherapy council of Kenya (pck)
- Valid certificate of practice (current) by pck

Previous relevant work experience required

This is an entry level position	
Functional Skills	**Behavioral Competencies/Attributes**
• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialization • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Department			

Job Title:	**Deputy Chief Orthopaedic Technologist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Service
Division:	Clinical Practice
Section / Unit:	Orthopaedic Technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Rehabilitative Services Unit
Direct reports:	Senior Orthopaedic Technologist

Job Purpose

To ensure that the Ministry of Health achieves its mandate through formulating policies, standards and guidelines for the Orthopaedic Technology practice.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Develop and review policies, standards and guidelines for the Orthopaedic technology practice

- Review existing policies, standards and guidelines for the orthopaedic technology practice to identify any existing gaps.
- Formulate the technical working groups to develop policies, standards and guidelines for the orthopaedic technology practice.
- Disseminate the formulated policies, standards and guidelines to relevant key stakeholders within the Ministry for adoption and to orthopaedic technology personnel nationally for implementation.
- Coordinate monitoring and evaluation of the implementation of policies, standards and guidelines at the institutions nationally and advice accordingly.
- Analyse reports on the orthopaedic technology services at the institutions nationally monthly and reports on the same annually.

Responsibility 2: Coordinate development partners

- Identify potential development partners to provide support to the Orthopaedic Technology unit
- Hold frequent meetings with partners to plan on resource mobilisation strategies.

- Coordinate the implementation of resource mobilisation strategies for the different development partners.

Responsibility 3: Manage human resources

- Plan and coordinate recruitment of Orthopaedic Technology personnel at the national level.
- Carry out performance appraisals for personnel in the unit at the headquarters.
- Identify training needs and skills gaps of personnel nationally and forwards to the Ministerial Training Committee.
- Follows up on payments and financial commitments for training of the orthopaedic technologists nationally.

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture, computer and electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and custodianship of information which includes activity reports on the orthopaedic technology services in the counties

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on implementation of orthopaedic policy, scheduling of duties, timelines and monthly reporting.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station to capacity build on Policy implementation

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Orthopaedic Technology or possess an equivalent qualification

Professional Qualifications / Membership to professional bodies

- Registered member of National Association of Orthopaedic Technologists
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Orthopaedic Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Orthopaedic Technology
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Chief Orthopaedic Technologist
Direct reports:	Orthopaedic Technologists I
	Orthopaedic Technician I

Job Purpose

To assist in achieving the overall mandate of the Ministry of Health by provision of prosthetics and orthotics service to patients.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Oversee day to day management of the orthopaedic unit

- Schedule and allocate duties to the officer in the unit.
- Coordinate the procurement of orthopaedic equipment from the stores.
- Attend hospital management team meetings.
- Attend ward rounds in the facility.
- Carry out appraisals of staff in the unit.
- Prepare departmental monthly reports on progress.
- Mentor subordinate staff at the institution in the orthopaedic technology unit.

Responsibility 2: Participate in orthopaedic technology curriculum development

- Attend and actively participates in curriculum development meetings.
- Oversee and supervise the final qualifying of orthopaedic technology students.

II. Operational Responsibilities

Responsibility 1: Assess, diagnose and prescribe patients treatment plan

- Assess and diagnose the patient in order to get an effective treatment plan.
- Verify patient referral documents where the patient has been referred from another facility.

- Make a diagnosis and draws up a treatment plan.

Responsibility 2: Cast patients to get negative impressions of the affected parts

- Cast patients to get the negative cast.
- Perform all modifications of positive models depending on the patient's injury.
- Formulate socket plans for the patient from the casts.

Responsibility 3: Carry out prosthetic and orthotic manufacturing and alignment

- Fabricate and manufacture prostheses (artificial Limbs), orthoses, braces and other orthopaedic technology devices based on patient requirements.
- Conduct the static and dynamic alignment of appliances so as to ensure proper segmental fitting and proper size.
- Fit prostheses, orthoses, rehabilitation aids and conducts user training of all appliances to the patient.
- Evaluate the devices on the patient to ensure maximum fit, function and cosmesis of the appliances.

Responsibility 4: Conduct community based rehabilitation

- Participate in Community Based Rehabilitation (CBR)
- Carry out community outreach with regards to orthopaedic technology.
- Carry out resettlements and follow-up of patients discharged from the institution.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping of prostheses and orthoses

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning for allocated duties and responsibilities and resource utilisation of prosthetics and orthotics materials.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards in the daily use of high speed machines and chemicals which emit fumes in making appliances as well as material chips from trimming plastics and metals

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Patient resettlement

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Orthopaedic Technology or an equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered member of the National Association of Orthopaedic Technologists in Kenya

Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Prosthetics and orthotics ethics • International standards for prosthetics and orthotics ethics • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Orthopaedic Technologist I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Orthopaedic Technology
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Senior Orthopaedic Technologist
Direct reports:	Orthopaedic Technologists II and III
	Orthopaedic Technicians II and III
Job Purpose	
To assist in achieving the overall mandate of the Ministry of Health by fabricating prosthetics, orthotics and rehabilitation aids to ensure proper service delivery to patients.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Assess and prescribe patient treatment plans

- Assess patients' needs to determine correct patient treatment plan.
- Verify patients' referral documents and maintain information in hospital records.
- Design the plan of action for each individual need.

Responsibility 2: Cast patients to get negative impressions of the affected parts

- Cast patients to get the negative cast.
- Perform all modifications of positive models depending on the patient's injury.
- Formulate socket plans for the patient from the casts.

Responsibility 3: Carry out prosthetic and orthotic manufacturing and alignment

- Fabricate and manufacture prostheses (artificial Limbs), orthoses, braces and other orthopaedic technology devices based on patient requirements.
- Carry out the static and dynamic alignment of appliances so as to ensure proper segmental fitting and proper size.

- Fit prostheses, orthoses, rehabilitation aids and train users on all appliances to the patient.
- Evaluate the devices on the patient to ensure maximum fit, function and cosmesis of the appliances.

Responsibility 4: Carry out community based rehabilitation

- Participate in Community Based Rehabilitation (CBR).
- Carry out community outreach with regards to orthopaedic technology.
- Carry out resettlement and follow-up of patients discharged from the institution.

Responsibility 5: Supervise and counsel staff under him/her

- Mentor subordinate staff at the institution in the orthopaedic technology unit.
- Allocate and supervise the work of staff under him/her in the unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping of prostheses and orthoses

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties and responsibilities and resource utilisation of prosthetics and orthotics materials.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards in the daily use of high speed machines and chemicals which emit fumes in making appliances as well as material chips from trimming plastics and metals

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Patient resettlement

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Orthopaedic Technology or an equivalent qualification.

Professional Qualifications / Membership to professional bodies

Registered member of the National Association of Orthopaedic Technologists in Kenya.

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Prosthetics and orthotics ethics • International standards for prosthetics and orthotics ethics • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Orthopaedic Technologist II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Orthopaedic Technology
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Orthopaedic Technologist I
Direct reports:	N/A

Job Purpose

To assist in achieving the overall mandate of the Ministry of Health by fabricating prosthetics, orthotics and rehabilitation aids to ensure proper service delivery to patients.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Assess and prescribe patient treatment plans

- Assess patients' needs to determine correct patient treatment plan.
- Verify patients' referral documents and maintain information in hospital records.
- Design the plan of action for each individual need.

Responsibility 2: Cast patients to get negative impressions of the affected parts

- Cast patients to get the negative cast.
- Perform all modifications of positive models depending on the patient's injury.
- Formulate socket plans for the patient from the casts.

Responsibility 3: Carry out prosthetic and orthotic manufacturing and alignment

- Fabricate and manufacture prostheses (artificial Limbs), orthoses, braces and other orthopaedic technology devices based on patient requirements.
- Carry out the static and dynamic alignment of appliances so as to ensure proper segmental fitting and proper size.

- Fit prostheses, orthoses, rehabilitation aids and train users on all appliances to the patient.
- Evaluate the devices on the patient to ensure maximum fit, function and cosmesis of the appliances.

Responsibility 4: Carry out community based rehabilitation

- Participate in Community Based Rehabilitation (CBR).
- Carry out community outreach with regards to orthopaedic technology.
- Carry out resettlement and follow-up of patients discharged from the institution.

Responsibility 5: Supervise and counsel staff under him/her

- Mentor subordinate staff at the institution in the orthopaedic technology unit.
- Allocate and supervise the work of staff under him/her in the unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping of prostheses and orthoses

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties and responsibilities and resource utilisation of prosthetics and orthotics materials.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards in the daily use of high speed machines and chemicals which emit fumes in making appliances as well as material chips from trimming plastics and metals

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Patient resettlement

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Orthopaedic Technology or an equivalent qualification.

Professional Qualifications / Membership to professional bodies

Registered member of the National Association of Orthopaedic Technologists in Kenya.

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Prosthetics and orthotics ethics • International standards for prosthetics and orthotics ethics • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Orthopaedic Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Practice
Section / Unit:	Orthopaedic Technology
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Orthopaedic Technologist I
Direct reports:	N/A
Job Purpose	
To assist in achieving the overall mandate of the Ministry of Health by fabricating prosthetics, orthotics and rehabilitation aids to ensure proper service delivery to patients.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Assess and prescribe patient treatment plans

- Assess patients' needs to determine correct patient treatment plan.
- Verify patients' referral documents and maintain information in hospital records.
- Design the plan of action for each individual need.

Responsibility 2: Cast patients to get negative impressions of the affected parts

- Cast patients to get the negative cast.
- Perform all modifications of positive models depending on the patient's injury.
- Formulate socket plans for the patient from the casts.

Responsibility 3: Carry out prosthetic and orthotic manufacturing and alignment

- Fabricate and manufacture prostheses (artificial Limbs), orthoses, braces and other orthopaedic technology devices based on patient requirements.
- Carry out the static and dynamic alignment of appliances so as to ensure proper segmental fitting and proper size.

- Fit prostheses, orthoses, rehabilitation aids and train users on all appliances to the patient.
- Evaluate the devices on the patient to ensure maximum fit, function and cosmesis of the appliances.

Responsibility 4: Carry out community based rehabilitation

- Participate in Community Based Rehabilitation (CBR).
- Carry out community outreach with regards to orthopaedic technology.
- Carry out resettlement and follow-up of patients discharged from the institution.

Responsibility 5: Supervise and counsel staff under him/her

- Mentor subordinate staff at the institution in the orthopaedic technology unit.
- Allocate and supervise the work of staff under him/her in the unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping of prostheses and orthoses

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning for allocated duties and responsibilities and resource utilisation of prosthetics and orthotics materials.

IV. Working Conditions:

Physical challenges

Nature: Accidents and hazards in the daily use of high speed machines and chemicals which emit fumes in making appliances as well as material chips from trimming plastics and metals

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Patient resettlement

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Orthopaedic Technology or an equivalent qualification.

Professional Qualifications / Membership to professional bodies

Registered member of the National Association of Orthopaedic Technologists in Kenya.

Previous relevant work experience required

The role is an entry level position.

Functional Skills	Behavioural Competencies/Attributes
• Prosthetics and orthotics ethics • International standards for prosthetics and orthotics ethics • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director Radiography Services**
Job Group:	Q
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Diagnostic Imaging (Radiography)
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director, Radiography Services
Direct reports:	Assistant Director Radiography Services

Job Purpose

The purpose of the role is to ensure that the Ministry of Health achieves its mandate by assisting in the formulation of policies and coordination of activities in the unit aimed at improving diagnostic imaging services.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Assist in formulation of policy

- Develop guidelines for medical imaging services.
- Offer technical assistance to the counties.
- Facilitate capacity building for medical imaging personnel.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage medical imaging services at the ministry headquarters

- Identify specialised areas of medical imaging services at the headquarters.
- Coordinate development of standard operating procedures for specialised areas and ensure implementation of the guidelines.
- Document process protocols for specialised examinations and ensure implementation of the same in facilities.
- Document and avail to radiographer's acceptable specifications for equipment and commodities.

Responsibility 2: Manage radiography personnel

- Ensure supervision of medical imaging personnel at the headquarters.
- Ensure the deployment to national health facilities of medical imaging personnel.

- Coordinate the functions of medical imaging personnel at the headquarters.

Responsibility 3: Supervise quality control/ assurance of medical imaging programs nationally

- Ensure that quality control measures for medical imaging are set up in facilities for use nationally.
- Monitor and evaluate quality assurance programmes in medical imaging nationally.

Responsibility 4: Day to day office management

- Ensure filing and responding to official circulars such as parliamentary questions.
- Ensure the preparation of annual work plans and procurement plans.
- Carry out performance appraisal of subordinate officers.
- Allocate duties to subordinate officers.
- Ensure opening files for emerging issues related to radiography services.

III. Operational Responsibilities

Responsibility 1: Offer radiation safety monitoring to radiation worker sin public health facilities

- Update the database for recruited radiation workers.
- Maintaining the radiation workers register.
- Provide radiation monitoring gadgets.
- Process radiation monitoring films.
- Prepare and forward dose reports to the counties.

Responsibility 2: Provide technical assistance to counties

- Provide technical assistance related medical imaging requested by officers in the counties.
- Carry out monitoring and evaluation of national government technical related activities in the counties.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment such as computers, printers, cabinets and furniture

B. Land

N/A

C. Records, data, information, confidential information

Safeguards dose reports, staff confidential records and project files.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning and allocating of duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: To attend meetings

Frequency: Ad hoc

Out of station travelling

Nature: Monitoring and evaluation

Frequency: Ad hoc

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Radiation Technology, Management or its equivalent qualification

Professional Qualifications / Membership to professional bodies

- Member of Society of Radiography in Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Clinical skills • Adaptability • Communicating effectively • Planning and organizing • Resource management	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities

• Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Computer literacy	• Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director Radiography Services**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Diagnostic Imaging (Radiography)
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director, Radiography Services
Direct reports:	Principal Radiographer
Job Purpose	
The purpose of the role is to ensure that the Ministry of Health achieves its mandate by assisting in the formulation of policies and coordination of activities in the unit aimed at improving diagnostic imaging services.	
Key Responsibilities / Duties	
II. Policy Responsibilities	
Responsibility 1: Coordinate and supervise policy implementation • Coordinate the dissemination of developed policy documents to the facilities. • Carry out continuous reviews of documented policy to ensure that it is up to date with international practices. • Ensure implementation of policy, guidelines and regulations at the facilities.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage medical imaging services at the ministry headquarters • Identify specialised areas of medical imaging services at the headquarters. • Develop standard operating procedures for specialised areas and ensure implementation of the guidelines. • Document process protocols for specialised examinations and ensure implementation of the same in facilities. • Document and avail to radiographer's acceptable specifications for equipment and commodities. **Responsibility 2: Manage radiography personnel** • Assist in supervision of medical imaging personnel at the headquarters.	

- Assist in the deployment to national health facilities of medical imaging personnel.
- Coordinate the functions of medical imaging personnel at the headquarters.

Responsibility 3: Supervise quality control/ assurance of medical imaging programs nationally

- Ensure that quality control measures for medical imaging are set up in facilities for use nationally.
- Monitor and evaluate quality assurance programmes in medical imaging nationally.

Responsibility 4: Day to day office management

- Assist in filing and responding to official circulars such as parliamentary questions.
- Assist in the preparation of annual work plans and procurement plans.
- Carry out performance appraisal of subordinate officers.
- Allocates duties to subordinate officers.
- Assist in opening files for emerging issues related to radiography services.

III. Operational Responsibilities

Responsibility 1: Provide technical assistance to counties

- Provide technical assistance related medical imaging requested by officers in the counties.
- Carry out monitoring and evaluation of national government technical related activities in the counties.

Responsibility 2: Monitor radiation safety

- Ensure a database of radiation workers in the field is maintained and updated.
- Avail radiation safety monitoring standards for use by all health facilities.
- Ensure radiation safety standards are maintained in health facilities.
- Supervise the evaluation and analysis of dose records in facilities to ensure that radiation workers are not over exposed.
- Provide radiation monitoring services to the counties

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment such as computers, printers, cabinets and furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of planning and allocating of duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Radiation Technology, Management or its equivalent qualification

Professional Qualifications / Membership to professional bodies

- Member of Society of Radiography in Kenya
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Clinical skills • Adaptability • Communicating effectively • Planning and organizing • Resource management	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities

• Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Computer literacy	• Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Radiographer**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	General Clinical Services
Section / Unit:	Radiography (Imaging Services)
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Assistant Director Radiography Services
Direct reports:	Chief Radiographer

Job Purpose

To ensure that the Ministry of Health achieves its mandate in providing quality diagnostic images for precise diagnosis in the management of diseases.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Implement policies and regulations on medical imaging

- Develop regulations for the training of radiographers.
- Assist in the coordination of administration of radiography functions at the facility.
- Budget and develop procurement procedures of imaging equipment.

Responsibility 2: Ensure safe custody and maintenance of all medical equipment in the station

- Keep all inventory of radiography equipment in the facility.
- Oversee routine maintenance of medical imaging equipment at the facility.

Responsibility 3: Implement quality assurance programmes in the hospital

- Ensure the production of quality diagnostic images.
- Ensure that proper imaging techniques are used at the facility.
- Supervise the processing of film to ensure that safe techniques are used.

Responsibility 4: Establish and maintain radiation safety standards in the hospitals

- Ensure that there is no radiation leakage in the equipment.
- Ensure that radiation signs are well displayed at the facility.

- Ensure that lead rubber aprons and radiation protection gear for patients use are readily available.

Responsibility 5: Organise training programmes for staff and students on attachment in the department

- Organises CPD and workshops for training of radiographers.
- Update staff on current trends on imaging.
- Mentor students on radiography attachment.

II. Operational Responsibilities

Responsibility 1: Train and instruct staff at the facility on proper use of radiography equipment

- Train staff on effective use of medical imaging equipment.
- Train staff on management and professional radiography techniques.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of staff appraisal forms, and duty roasters, radiation monitoring records, equipment and medical supplies records,

D. Any other

N/A

III. Decision Making:

The role makes decisions for radiography services unit in the facility in policy implementation, schedules and allocates duties to radiography services officers at the facility and makes decisions in terms of timelines for allocated work.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to radiation hazards, chemical risks, electrocution risks and infection risks

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours and on-call

Frequency: Monthly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in diagnostic radiography, diagnostic ultrasound, nuclear medicine, radiotherapy or radiation sciences

Professional Qualifications / Membership to professional bodies

- Member of the Society of Radiography Kenya
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years' of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of radiography and imaging services • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Chief Radiographer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	Clinical Services
Section / Unit:	Radiography Imaging Services
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Principal Radiographer
Direct reports:	Senior Radiographer

Job Purpose

To ensure that the Ministry of Health achieves its mandate in providing quality diagnostic images for precise diagnosis in the management of diseases at the facility.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Implement policies and regulations on medical imaging

- Ensure that radiographers are trained on the latest imaging regulations.
- Ensure that staff adhere to the Code of Ethics for Radiographers at the facility.
- Carry out day to day administration and co-ordination of the imaging unit with other units within the facility.

Responsibility 2: Ensure safety of imaging equipment

- Ensure proper inventory keeping and updating of imaging equipment records.
- Ensure the routine care and proper storage of equipment.
- Coordinate the regular maintenance and repair of imaging equipment.

Responsibility 3: Establish and co-ordinate procurement

- Develop a procurement plan.
- Develop budgetary estimates for the procurement.

Responsibility 4: Supervise junior staff and/or students on attachment

- Schedule and allocate duties to subordinate officers in the unit at the facility.
- Carry out performance appraisals of officers in the unit annually.
- Identify training needs and forward to the ministerial training committee for approval.

Responsibility 5: Ensure radiation safety to staff and clients

- Ensure the equipment has no radiation leakage.
- Ensure buildings are up to standard according to radiation protection act and radiation signs are well displayed.
- Ensure that staff wear radiation monitoring devices.
- Ensure that proper choice of exposure factors and imaging technique are used in the laboratory.
- Ensure that lead-rubber aprons and radiation protective gear for clients are provided.
- Ensure that radiation dose results for staff are analysed every month.

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include personal computers, office furniture and various office stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of inventory book of patients in the unit at the facility

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, resources and budget allocation and scheduling and allocating of duties.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to radiation hazards, chemical hazards, electrocution risk, infection risks at the facility

Frequency: When working at the facility

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Diagnostic Radiography, Diagnostic Ultra-sound, Nuclear Medicine, Radiotherapy or Radiation sciences.

Professional Qualifications / Membership to professional bodies

- Member of Society of Radiography in Kenya.
- Certificate in Senior Management Course not lasting less than four (4) weeks.

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge on radiography laws and regulatory framework • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Radiographer**
Job Group:	L
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Radiography (Imaging Services)
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Chief Radiographer
Direct reports:	Radiographer I
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing quality diagnostic images to achieve appropriate diagnosis for management of patients while ensuring radiation safety and carrying out safety control.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Coordinate the procurement function • Approve radiography orders from stores. • Recommend the right radiographic equipment to be used. **Responsibility 2: Organise and supervise staff** • Oversee allocation and scheduling of duties to staff. • Conduct appraisal of staff in the radiography unit at the facility. • Approve leaves for staff in the radiography unit. • Prepare departmental reports and forwards to the Head of the Radiography unit.	
II. Operational Responsibilities	
Responsibility 1: Provide effective patient care • Explain radiography procedures to the patients. • Ensure proper counselling of patients and their relatives. • Ensure proper care before, during and after examination. **Responsibility 2: Ensure correct imaging techniques are used** • Administer the right imaging techniques to patients. • Give clear instructions to the patients.	

- Apply patient immobilisation devices.
- Gives correct exposure factors to the patients.
- Ensure proper positioning of the part to be examined.

Responsibility 3: Ensure correct film processing techniques are used

- Uses up to date processing chemicals for film processing.
- Attach the correct nameslip to particular patient during film processing.
- Ensure the right temperatures are in place for processing chemicals.

Responsibility 4: Ensure imaging is of good quality

- Make sure the image is of good contrast.
- Ensure image is of diagnostic value.
- Carry out image analysis to aid the diagnosis.

Responsibility 5: Ensure radiation safety

- Ensure proper use of radiation badges.
- Ensure proper use and storage of lead rubber aprons.
- Ensure proper maintenance of radiation dose reports.
- Ensure radiation warning signs are displayed properly.
- Ensure adherence to radiation protection standards.

Responsibility 6: Establish and maintain quality assurance programs

- Prepare standard operating procedures for radiography.
- Ensure adherence to the set Standard Operating Procedures (SOPs).
- Carry out quality control tests on the equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, x-ray registers, quality assurance records for radiographers

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Radiation hazards, chemical risks, electrocution risks and infection risks

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Radiography, Radiography Technology or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

Member of the society of Radiography Kenya

Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities

• Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Radiographer I**
Job Group:	K
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	General Clinical Services
Section / Unit:	Radiography (Imagining Services)
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Senior Radiographer
Direct reports:	Radiographer II
	Radiographer III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing quality diagnostic images to achieve appropriate diagnosis for management of patients.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide effective patient care • Explain the radiography procedures to the patients. • Ensure proper counselling of patients and their relatives. • Ensure proper care before, during and after examination. **Responsibility 2: Ensure correct imaging techniques are used** • Administer the right imaging techniques to patients. • Give clear instructions to the patients. • Apply patient immobilisation devices. • Give correct exposure factors to the patients. • Ensure proper positioning of the part to be examined. **Responsibility 3: Ensure correct film processing techniques are used** • Use up to date processing chemicals for film processing. • Attach correct nameslip to particular patient during film processing.	

- Ensure right temperatures are in place for processing chemicals.

Responsibility 4: Ensure imaging is of good quality

- Make sure the image is of good contrast.
- Ensure image is of diagnostic value.
- Carry out image analysis to aid the diagnosis.

Responsibility 5: Safeguard medical imaging equipment

- Ensure routine cleaning of equipment is done.
- Ensure proper inventory keeping.
- Coordinate regular maintenance of equipment.

Responsibility 6: Establish and maintain quality assurance programs

- Prepare standard operating procedures for radiography.
- Ensure adherence to the set SOPs.
- Carry out quality control tests on the equipment.

Responsibility 7: Ensure radiation safety

- Ensure proper use of radiation badges.
- Ensure proper use and storage of lead rubber aprons.
- Ensure proper keeping of radiation dose reports.
- Ensure radiation warning signs are displayed properly.
- Ensure adherence to radiation protection standards.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, x-ray registers, quality assurance records for radiographers

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Radiation hazards, chemical risks, electrocution risks and infection risks

Frequency: When at the facility

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Imaging Sciences, Ultra Sound, Computerised Tomography, Magnetic Resonance, Imaging, Mammography, Nuclear Medicine, Radiation Therapy And Digital Medical Imaging.

Professional Qualifications / Membership to professional bodies

Member of the Society of Radiography Kenya

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Radiographer II**
Job Group:	J
Ministry / Corporation:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Radiography (Imaging Services)
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Radiographer I
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by providing quality diagnostic images to achieve appropriate diagnosis for management of patients while ensuring radiation safety and carrying out safety control.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide effective patient care • Explain the radiography procedures to the patients. • Ensure proper counselling of patients and their relatives. • Ensure proper care before, during and after examination. **Responsibility 2: Ensure correct imaging techniques are used** • Administer the right imaging techniques to patients. • Give clear instructions to the patients. • Apply patient immobilisation devices. • Give correct exposure factors to the patients. • Ensure proper positioning of the part to be examined. **Responsibility 3: Ensure correct film processing techniques are used** • Use up to date processing chemicals for film processing. • Attaches correct nameslip to particular patient during film processing. • Ensure right temperatures are in place for processing chemicals.	

Responsibility 4: Ensure imaging is of good quality

- Make sure the image is of good contrast.
- Ensure image is of diagnostic value.
- Carry out image analysis to aid the diagnosis.

Responsibility 5: Ensure radiation safety

- Ensure proper use of radiation badges.
- Ensure proper use and storage of lead rubber aprons.
- Ensure proper keeping of radiation dose reports.
- Ensure radiation warning signs are displayed properly.
- Ensure adherences to radiation protection standards.

Responsibility 6: Establish and maintain quality assurance programs

- Prepare standard operating procedures for radiography.
- Ensure adherences to the set SOPs.
- Carry out quality control testes on the equipment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of patient records, x-ray registers, quality assurance records for radiographers

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Radiation hazards, chemical risks, electrocution risks and infection risks

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Imaging Sciences, Ultra Sound, Computerised Tomography, Magnetic Resonance, Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical Imaging.

Professional Qualifications / Membership to professional bodies

Member of the Society of Radiography Kenya

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Chief Health Administrative Officer**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Division of National Referral Facilities
Direct reports:	Senior Deputy Chief Health Administrative Officer

Job Purpose

To support the Ministry's mandate be ensuring timely provision of technical and administrative support for delivery of curative, preventive and primitive health services.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate health administration guidelines and standards

- Formulate guidelines and standards for the Health Administration function for national implementation.
- Coordinate dissemination and capacity building of health administration standards and guidelines to the health personnel and other stakeholders in the health sector.
- Monitor implementation of health administration standards and guidelines to ensure conformity and adherence and take corrective action where necessary.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage health infrastructure projects

- Prepare concept notes and project proposals for funding consideration by National Treasury and development partners.
- Liaise with key stakeholders such as the Public Works Directorate in the Ministry of transport and public works for preparation of designs and tender documents.
- Coordinate the processing of tenders in liaison with the supply chain management unit and Public Works Directorate to obtain suitable contractors.
- Conduct projects supervision weekly through site inspections and meetings to ensure timely implementation.

- Approve payments for contractors on health infrastructure projects.

Responsibility 2: Categorization of public health facilities nationally

- Review requests from counties for categorization of public health facilities for purposes of gazettement at appropriate level.
- Prepare Gazette Notices for approval by the Director of Medical Services.
- Liaise with the Attorney-General to ensure conformity of gazettement to the law and with the Government Printer for printing.
- Provide feedback to Counties on gazetted public health facilities.

Responsibility 3: Develop and review health infrastructure guidelines and standards

- Review and prepare health infrastructure norms in consultation with the standards and regulations department.
- Review and prepare health infrastructure prototypes such as theatre specifications, kitchen specifications for various levels of institutions.
- Ensure availability and ease of access to infrastructure guidelines and standards to stakeholders.

III. Operational Responsibilities

Responsibility 1: Head the Health Administration Unit

- Prepare, compile and ensure timely responses to parliamentary queries raised to the Ministry.
- Prepare and submit health briefs for state functions.
- Attend Ministerial Committee meetings as a member such as Ministerial Tender Committees and Public Complaints Committee meetings.
- Report on infrastructure development indicators under the Ministry's annual performance contract.
- Carry out investigations and reports on audit queries concerning National Referral Hospitals (Mathari and Spinal) and project, and ensure timely responses are given.
- Deploy Health Administrators to national referral facilities and units when required.
- Set departmental objectives and appraise staff in the unit quarterly.
- Identify training needs for staff in the unit and forward to the Training Committee for necessary action.
- Schedule and allocate duties and responsibilities to officers in the unit.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the budget used for health infrastructure project implementation.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture, computer and electronic equipment

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of health infrastructure designs and gazette notices assigning categories to public facilities

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit in policy implementation, scheduling/ allocating of duties and resources on various projects and timelines.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for monitoring and evaluation of health infrastructure project

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters in any of the following fields: Health management, Hospital Administration, Health Planning, Public Health, Health Economics, Business Administration or an equivalent

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Association of Health Administrators
- Registered member of the Kenya Association of Health Systems Managers

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 24 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Finance Management Act • Knowledge of health systems management • Knowledge of parliamentary procedures • Knowledge of law making and interpretation • Adaptability • Communicating effectively • Planning and organising • Responsive, prompt, effective, impartial and equitable provision of services • Team leadership • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Deputy Chief Health Administrative Officer**
Job Group:	Q
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Health Administrative Officer
Direct reports:	Deputy Chief Health Administrative Officer
Job Purpose	
To ensure the Ministry Of Health achieves its overall mandate through timely provision of technical and administrative support for delivery of curative, preventive health services for a healthy nation.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage health infrastructure programme • Prepare concept notes and proposals for funding of health programmes. • Liaise with key stakeholders including the National Treasury. • Coordinate the processing of country dialogue, workshops and meetings for partners. • Review progress reports and provide feedback to all stakeholders. • Approve payments for operations of the unit and monitor budget execution and work plan reviews. **Responsibility 2: Coordinate unit functions** • Collect and collation of data and information from partners. • Coordinate dissemination and capacity building of staff and key stakeholders. • Monitor of implementation of programmes and activities. **Responsibility 3: Harmonise unit resources with other resources** • Coordinate mechanisms for effective service delivery and achievement of programme outcomes. • Monitor process of resource mapping at the national and county level.	

- Coordinate integration efforts with development partners.
- Provide feedback on integration of efforts and resources mapping.

Responsibility 4: Document, communicate and engage unit activities and other partners

- Consult and provide systematic feedback on developments under the New Funding Model.
- Review health norms and infrastructure guidelines.
- Coordinate exchange of technical information among stakeholders.

II. Operational Responsibilities

Responsibility 1: Head the sub-unit

- Set departmental objectives and carry out performance appraisals of staff in the unit quarterly.
- Review and report on the financial management of all finances for the day-to-day operation of unit.
- Oversee the preparation, dissemination and archiving of minutes of meetings.
- Ensure establishment and updating of the regulatory framework and assist with adherence to its official framework.
- Review sub-unit performance reports.
- Scan the website, review new guidelines and protocols, analyse these for importance, summarize and communicate these two key stakeholders including the Management Committee.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE) and is responsible for KES 600 million for project implementation

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health infrastructure designs and gazette notices assigning categories to public health facilities

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, timelines, allocation and scheduling of duties and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitor and evaluate projects

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Health management, Hospital Administration, Health Planning, Public Health, Business Management or an equivalent.

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Project management • Public Finance Management Act • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven

• High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Financial acumen • Computer literacy	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Health Administrative Officer**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Chief Health Administrative Officer
Direct reports:	Senior Assistant Chief Health Administrative Officer

Job Purpose

To ensure the Ministry of Health achieves its overall mandate through timely provision of technical and administrative support for delivery of curative, preventive health services for a healthy nation.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage health infrastructure projects

- Review draft concept notes and project proposals for funding consideration by the National Treasury.
- Liaise with key stakeholders such as the Public Works Directorate for preparation of designs and tender documents.
- Coordinate the processing of tenders in liaison with supply chain management unit and Public Works Directorate to obtain suitable contractors.
- Carry out weekly projects supervision through site inspections and meetings to ensure timely implementation.

Responsibility 2: Assist in the formulation of health administration guidelines and standards

- Assist in formulation of guidelines and standards for the health administration function for implementation nationally.
- Assist in dissemination and capacity building of health administration standards and guidelines to the health personnel and other stakeholders in the health sector.
- Monitor implementation of health administration standards and guidelines to ensure conformity and adherence and take corrective actions where necessary.

Responsibility 3: Categorise public health facilities nationally

- Review requests from counties for categorization of public health facilities for purposes of gazettement at appropriate level.
- Review draft Gazette Notices for approval by the Director of Medical Services.
- Take approved categorisation to the Government Printer for printing.

Responsibility 4: Develop and review health infrastructure guidelines and standards

- Participate in review and preparation of health infrastructure norms in consultation with the standards and regulations department.
- Participate in reviews and preparation of health infrastructure prototypes such as theatre and kitchen specifications for various levels of institutions.

II. Operational Responsibilities

Responsibility 1: Perform administrative functions in the health administration unit

- Report on infrastructure development indicators under the ministry's annual performance contract.
- Carry out investigations and report on audit queries concerning National Referral Hospitals (Mathari and Spinal) and projects, and ensure timely responses are given.
- Identify training needs for staff in the unit and forwards to the Training Committee for necessary action.
- Carry out performance appraisal of staff in the unit.
- Schedule and allocate duties for staff in the unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health infrastructure designs and gazette notices assigning categories to public health facilities

D. Any other

N/A

III. Decision Making:
The role makes decisions for the team in policy implementation, timelines, allocation and scheduling of duties and resource allocation.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's degree in Health management, Hospital Administration, Health Planning, Public Health, Business Management or an equivalent.
Professional Qualifications / Membership to professional bodies
Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 18 years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Project management • Public Finance Management Act • Policy and strategy implementation • Project planning and management • Planning and organising • Resource management • Communicating effectively • Problem solving • High standards of professional ethics • Managerial and administrative	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment

• Financial acumen • Managing performance • Computer literacy	• Passion for continuous professional development • Initiative to achieve expected results • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Chief Health Administrative Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Chief Health Administrative Officer
Direct reports:	Assistant Chief Health Administrative Officer

Job Purpose

To ensure the Ministry of Health achieves its overall mandate through timely provision of technical and administrative support for delivery of curative, preventive health services for a healthy nation.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Assists in managing health infrastructure projects

- Review project concept notes and project proposals for funding consideration by National Treasury.
- Coordinate the processing of tenders in liaison with supply chain management unit and public works directorate to obtain suitable contractors.
- Carry out weekly projects supervision through site inspections and meetings to ensure timely implementation.

Responsibility 2: Assist in the formulation of health administration guidelines and standards

- Participate in formulation of guidelines and standards for the health administration function for implementation nationally.
- Participate in monitoring implementation of health administration standards and guidelines to ensure conformity and adherence and takes corrective action where necessary.

Responsibility 3: Assist in categorization of public health facilities nationally

- Review requests from counties for categorization of public health facilities for purposes of gazettement at appropriate level.

- Maintain inventory of gazetted health facilities.
- Provide feedback to Counties on gazetted public health facilities.

Responsibility 4: Assist in developing and reviewing health infrastructure guidelines and standards

- Contribute to the preparation and review of health infrastructure norms in consultation with the standards and regulations department.
- Contribute to the preparation and review of health infrastructure prototypes such as theatre and kitchen specifications for various levels of institutions.
- Respond to enquiries on health infrastructure guidelines to stakeholders.

II. Operational Responsibilities

Responsibility 1: Work administratively in the health administration unit

- Prepare, compile and ensure timely responses to parliamentary queries raised in the Ministry.
- Attend ministerial committee meetings as a member such as the Ministerial Procurement Committee.
- Report on infrastructure development indicators under the ministry's annual performance contract.
- Carry out investigations and reports on audit queries concerning National Referral Hospitals (Mathari and Spinal) and projects, and ensure timely responses are given.
- Set objectives for junior staff and carry out quarterly appraisals for staff in the unit.
- Identify training needs for staff in the unit and forward to the training committee for necessary action.
- Participate in monitoring health administration standards in national referral hospitals.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health infrastructure designs and gazette notices assigning categories to public health facilities

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, timelines, allocation and scheduling of duties and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Health management, Hospital Administration, Health Planning, Public Health, Business Management or an equivalent .

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years

Functional Skills	Behavioural Competencies/Attributes

• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Health Administrative Officer - Headquarters**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Chief Health Administrative Officer
Direct reports:	Senior Health Administrative Officer

Job Purpose

To ensure timely provision of technical and administrative support for delivery of curative, preventive and primitive health services for a healthy nation.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Assist in managing health infrastructure projects

- Prepare concept notes and project proposals for funding consideration by the National Treasury and development partners.
- Assist in processing of tenders in liaison with supply chain management unit and directorate of public works.

Responsibility 2: Assist in the formulation of health administration guidelines and standards

- Participate in formulation of guidelines and standards for the health administration function for implementation nationally.
- Participate in dissemination and capacity building of Health Administration function and guidelines to the health personnel and other stakeholders in the health sector.
- Participate in monitoring implementation of health administration standards and guidelines to ensure conformity and adherence and takes corrective action where necessary.

Responsibility 3: Assist in categorization of public health facilities nationally

- Draft Gazette Notices for approval by the Director of Medical Services.
- Track progress in publishing approved Gazette Notices by the Government Printer.

- Maintain a record of Gazette Notices.

Responsibility 4: Assist in developing and reviewing health infrastructure guidelines and standards

- Participate in the development and review of health infrastructure guidelines and standards.
- Ensure availability and ease of access to infrastructure guidelines and standards to stakeholders.

II. Operational Responsibilities

Responsibility 1: Health administration in the health unit

- Prepare and submit health briefs for state functions.
- Carry out investigations and reports on audit queries concerning National Referral Hospitals (Mathari and Spinal) and projects and ensuring timely response.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health infrastructure designs and gazette notices assigning categories to public health facilities

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation of health infrastructure projects

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following social science field: Government, Anthropology, Sociology, Public Administration, Commerce, Health Economics, Business Administration or an equivalent .

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Project management • Public Finance Management Act • Knowledge of health systems management • Knowledge of law making and interpretation • Interpersonal • Policy implementation • Oral/ written communication • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Health Administrative Officer - Facility**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Facilities
Section / Unit:	Health Administration Unit
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Assistant Chief Health Administrative Officer
Direct reports:	Senior Health Administrative Officer

Job Purpose

To facilitate the performance of the division's mandate by performing and undertaking the supervision and coordination of support services and general administrative duties in the institution.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate general administrative services to support the core function of the unit

- Determine the needs of various departments by meeting departmental heads.
- Coordinate with various implementers such as stores to address the needs.
- Follow up various administrative units and reviews reports.
- Consult with heads of departments to determine the needs to be met.

Responsibility 2: Coordinate with other departmental units on support services

- Attend departmental meetings to plan and budget.
- Take minutes of the departmental meetings and shares the meetings.
- Undertake reviews and achievements against targets established.
- Write a report to document achievements and provides recommendations.

Responsibility 3: Act as a Secretary in meetings of the board (Hospital Board)

- Attend the meetings of the Hospital Board.
- Provide advice to the Hospital Board on technical issues.
- Perform follows ups on a board decisions and ensure action has been taken.
- Provide report on performance at subsequent Board meetings.

Responsibility 4: Coordinate the day to day running of the health facilities

- Advise the in-charge on administrative issues.
- Consult with the in-charge and the core team on day to day running of the hospital.

II. Operational Responsibilities

Responsibility 1: Coordinate revenue collection

- Allocate staff to undertake revenue collection.
- Collect revenue receipts and ensure all money has been banked.
- Ensure that all the receipts have been accounted for.
- Surrender the revenue to the National Treasury.

Responsibility 2: Maintain and renovate buildings

- Conduct inspections of the health facility.
- Receive reports on damaged parts of the facility needing repair.
- Coordinate the repair of damaged sections of the building.
- Carry out checks to ensure work has been done satisfactorily.

Responsibility 3: Maintain and supervise the transport unit

- Allocate Drivers in the department.
- Inspect motor vehicles.
- Coordinate repairs and maintenance of vehicles.
- Maintain motor vehicle logbooks.

Responsibility 4: Prepare budgets

- Receive quarterly revenue collection reports from Revenue Clerks.
- Distribute revenue reports to the various departmental heads.
- Participate in hospital budgeting with departmental heads.
- Coordinate implementation of the budget.
- Carry out monthly reviews of budget implementation.

Job Dimensions:

I. Financial Responsibility:

The role is Authorised to Incur Expenditure (AIE) holder and controls a budget of KES 5,000,000 per annum for operational expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, projector, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for log books, accountable documents, subject files related to the facility

D. Any other

Motor vehicle

III. Decision Making:

The role makes decisions for the team in policy implementation, timelines, budget allocation, casual recruitment and reporting

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following social science field: Government, Anthropology, Sociology, Public Administration, Commerce, Health Economics, Business Administration or an equivalent .

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**

• Project management • Public Finance Management Act • Knowledge of health systems management • Knowledge of Law making and interpretation • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Health Administrative Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	Health Administration
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Assistant Chief Health Administrative Officer
Direct reports:	Health Administrative Officer I
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by providing day to day supervision and co-ordination of general (non-medical) administrative services to support preventive, primitive, curative and rehabilitative services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Overseeing the procurement function • Participate in monthly procurement planning meetings. • Endorse procurement documents under delegated authority from the Medical Superintendent. • Supervise stores and procurement personnel to ensure efficiency in the provision of services. • Ensure timely submission of procurement plans and reports to the Ministry. **Responsibility 2: : Provide security services for staff and patients** • Ensure that the hospital land and property are secure at all times. • Ensure the security of cash on transit to and from the bank. • Ensure the effective supervision of outsourced security personnel deployed at the hospital. **Responsibility 3: Oversee human resources activities** • Manage the performance contracting process for the Administration Unit. • Take care of staff welfare mainly on issues regarding promotion follow-up, facilitating staff loans by counter signing bank form requests etc.	

- Sit on the Hospital's Training Committee and facilitates staff training.
- Supervise Heads of Support Services at the Hospital.

Responsibility 4: Manage finances /budgeting / development projects

- Participate in the development of annual work plans
- Participate in the budget formulation for the hospital in line with the annual work plan
- Ensure the effective implementation of the work plan across the support services sections.
- Ensure the efficient management of development projects at the hospital in line with the annual work plan.

Responsibility 5: Provide ancillary services

- Ensure the hospital vehicle fleet and personnel are managed in a manner that results in the provision of effective logistical services.
- Ensure that the hospital maintenance is running efficiently in line with the maintenance plan and service delivery objectives.
- Ensure that patients' welfare is prioritised by making sure that food is cooked on time and patient sleep well in a clean and safe environment.
- Ensure that the mortuary services are efficient by making sure that the facilities are clean and the equipment and fridges are maintained and in good condition.
- Supports Superintendent in ensuring that patients who come to the hospital get appropriate medical attention without delay.

II. Operational Responsibilities

Responsibility 1: Provide secretarial and administrative support services

- Provide secretarial support services to the Executive Expenditure committee, Hospital Management Team, Hospital Advisory Committee, the Hospital Management Committee and the Sanitation Committee.
- Support the Medical Superintendent in updating the Cabinet Secretary, Principal Secretary, the Director of Medical Services and other departments within the Ministry of Health on hospital administration related matters through drafting needed correspondence.
- Facilitate communication to staff on different issues on policy from the Ministry or any official communication.
- Co-ordinate official ceremonies in the hospital e.g. World Spine Day.
- Ensure that quarterly reports on Service delivery performance and any other requested reports are submitted to the Ministry on time

Job Dimensions:
I. Financial Responsibility:
The role is an Authority to Incur Expenditure (AIE) and is responsible for prudent management of the budget on drug purchases, development projects and food for patients.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible and accountable for office assets allocated to it such as office furniture ,Computers and Computer accessories B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody and access to records and information such as confidential files D. Any other N/A
III. Decision Making:
The role makes decisions for the team on timelines, resource allocation and policy implementation.
IV. Working Conditions:
Physical challenges Nature: The role is exposed to infections and communicable diseases in the hospital Frequency: Daily **Working at non-standard hours** Nature: The role works extended hours and on call Frequency: Daily **Out of station travelling** Nature: The role travels out of station for meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelors of Public Administration, Business administration or any other social science degree
Professional Qualifications / Membership to professional bodies
Certificate in Computer Applications

Previous relevant work experience required			
The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Knowledge of procurement Act- Government Regulations • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Administrative Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching and Referral Hospital National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Senior Health Administrative Officer
Direct reports:	Health Administrative Officer II and III
Job Purpose	
To ensure timely provision of technical and administrative support for the delivery of curative, preventive and promotive health services for a healthy nation.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Provide and maintain facilities at the hospital

- Ensure facilities are well maintained by users.
- Ensure utilities are readily available for users at the facility.
- Maintain up to date records at the facility.

Responsibility 2: Manage hospital security

- Liaise with contracted security firms to secure the hospital.
- Ensure that contracted security guards are at their designated areas.
- Receive and act on security reports.
- Receive and act on maintenance reports

Responsibility 3: Oversee staff welfare

- Receive reports on staff welfare concerns.
- Coordinate activities to address staff welfare concerns.
- Approve requisitions for staff needs such as transport.

Responsibility 4: Oversee patient welfare

- Ensure that feeding and sanitation needs of patients are well taken care of.
- Address patients' non-medical concerns.
- Ensure that meals prepared by caterers are as per nutritionist's requirements.

Responsibility 5: Prepare work plans and budgets for the unit at the facility

- Review transport and maintenance budgets.
- Review annual work plans for the unit.

Responsibility 6: Provide secretarial services during management meetings at the hospital

- Write memos to convene hospital management team meetings.
- Take minutes during hospital management team meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure; however the role is responsible for managing the budget for maintenance of facilities averaging KES 600,000 annualy

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and other electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of hospital administrative records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients, hazards such as communicable diseases and infections

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following social sciences: Government, Anthropology, Sociology, Public Administration, Commerce, Health Economics, Business Administration or an equivalent .

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Administrative Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Health Administrative Officer I
Direct reports:	N/A
Job Purpose	
To ensure timely provision of technical and administrative support for the delivery of curative, preventive and primitive health services for a healthy nation.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide and maintain facilities at the hospital • Ensure facilities are well maintained by users. • Ensure utilities are readily available for users at the facility. • Maintain up to date records at the facility. **Responsibility 2: Manage hospital security** • Liaise with contracted security firms to secure the hospital. • Ensure that contracted security guards are at their designated areas. • Receive and act on security reports. **Responsibility 3: Oversee staff welfare** • Receive reports on staff welfare concerns. • Coordinate activities to address staff welfare concerns. • Approve requisitions for staff needs such as transport. **Responsibility 4: Oversee patient welfare** • Ensure that feeding and sanitation needs of patients are well taken care of.	

- Address patients' non-medical concerns.
- Ensure that meals prepared by caterers are as per nutritionist's requirements.

Responsibility 5: Prepare work plans and budgets for the unit at the facility

- Develop transport and maintenance budgets.
- Develop annual work plans for the unit.

Responsibility 6: Provide secretarial services during management meetings at the hospital

- Write memos to convene hospital management team meetings.
- Take minutes during hospital management team meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure; however The role is responsible for managing the transport budget of KES 150,000

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and other electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of hospital administrative records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients, hazards such as communicable diseases and infections

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following social sciences: Government, Anthropology, Sociology, Public Administration, Commerce, Health Economics, Business Administration or an equivalent .

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Administrative Officer III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Referral Health Facilities
Section / Unit:	N/A
Location / Work station:	Mathari National Teaching and Referral Hospital National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Health Administrative Officer I
Direct reports:	N/A
Job Purpose	
To ensure timely provision of technical and administrative support for the delivery of curative, preventive and promotive health services for a healthy nation.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Provide and maintain facilities at the hospital

- Ensure facilities are well maintained by users.
- Ensure utilities are readily available for users at the facility.
- Maintain up to date records at the facility.

Responsibility 2: Manage hospital security

- Liaise with contracted security firms to secure the hospital.
- Ensure that contracted security guards are at their designated areas.
- Receive and act on security reports.
- Receive and act on facility maintenance reports

Responsibility 3: Oversee staff welfare

- Receive reports on staff welfare concerns.
- Coordinate activities to address staff welfare concerns.
- Approve requisitions for staff needs such as transport.

Responsibility 4: Oversee patient welfare

- Ensure that feeding and sanitation needs of patients are well taken care of.
- Address patients' non-medical concerns.
- Ensure that meals prepared by caterers are as per nutritionist's requirements.

Responsibility 5: Prepare work plans and budgets for the unit at the facility

- Develop transport and maintenance budgets.
- Develop annual work plans for the unit.

Responsibility 6: Provide secretarial services during management meetings at the hospital

- Write memos to convene hospital management team meetings.
- Take minutes during hospital management team meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure;

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and other electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of hospital administrative records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients, hazards such as communicable diseases and infections

Frequency: Daily

Working at non-standard hours

Nature: Works on call

Frequency: Weekly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following:- Health Management, Hospital Administration, Business Administration/Management, Health Systems Management or its equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role is an entry level position.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Principal Medical Social Worker**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Curative and Rehabilitative Health
Division:	Clinical Practice
Section / Unit:	Medical Social Work
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Principal Social Worker
Direct reports:	Chief Medical Social Worker
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring that policies, standards and guidelines formulated on Medical Social Work services are implemented in medical facilities.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and develop policies and guidelines for Medical Social Work • Draft concept papers on medical social work policies and guidelines. • Appoint technical teams to discuss and finalize concept papers on medical social work. • Coordinate the dissemination of developed policy documents to facilities. • Carry out continuous review of documented policies and ensure they are up to date with national standards. • Ensure the effective implementation of policies and guidelines.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage Medical Social Work personnel • Recommend the deployment of Medical Social Workers to national referral institutions. • Coordinate the functions of Medical Social Work at the headquarters and national referral hospitals.	

- Identify existing skill gaps in Medical Social Work and recommend appropriate staff training and development.
- Manage the performance contracting and appraisal process for subordinate officers.

Responsibility 2: Provide technical assistance on Medical Social Work to national and county facilities

- Disseminate and provide best practice in Medical Social Work at national and county facilities as needed.
- Monitor the implementation of the best practices in Medical Social Work.
- Review and evaluate the implementation of best practices in Medical Social Work.

III. Operational Responsibilities

Responsibility 1: Day to day office management

- Advise the head of unit on Medical Social Work issues.
- Assist in the development of annual work plans and procurement plans.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment, furniture and fittings, computers and accessories.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for safe custody of quarterly reports on Psycho-social issues

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on aspects such as allocation of duties, timelines and policy implementation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelors Degree in sociology, psychology, anthropology mental health social work and other related fields

Professional Qualifications / Membership to professional bodies

- Member of the Kenya Medical Social Worker Association
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Conversant with Public Health Act and Mental Health Act Cap 248 • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Chief Medical Social Worker**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	General Clinical Practice
Section / Unit:	Medical Social Work
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Principal Medical Social Worker
Direct reports:	Senior Medical Social Worker

Job Purpose

To assist the Ministry of Health achieve its overall mandate by addressing all medical/ psychosocial issues through standardized guidelines and policies.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Assist in developing standards and guidelines for medical social work

- Assist in the drafting of concept papers.
- Coordinate the technical working groups.
- Assist in reviewing and disseminating standards.

Responsibility 2: Coordinate medical social work at the national level

- Ensure medical social work reports are received from the field on a timely basis.
- Analyse the reports and disseminate them to various stakeholders.

II. Operational Responsibilities

Responsibility 1: Monitor and evaluate medical social work activities

- Ensure proper implementation if medical social work procedures and best practices.
- Take corrective action and advice on corrective improvement.

Responsibility 2: Carry out other administrative duties/ assignments as assigned by the head of the unit

- Schedule and allocate duties to subordinates in the unit.

Job Dimensions:

I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture, various office stationary and a computer B. Land N/A C. Records, data, information, confidential information Safeguards reports. D. Any other N/A
III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: To attend seminars and conferences Frequency: Yearly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelors Degree in sociology, social work, psychology, anthropology, mental health or an equivalent
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Social Worker**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	General Clinical Practice
Section / Unit:	Medical Social Work
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Chief Medical Social Worker
Direct reports:	Medical Social Worker I
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by creating awareness of pandemic diseases, improvement of health care services and other matters pertaining to training, counselling patients, families and institutions.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Liaise with other agencies technical and professional staff in creating awareness of pandemic diseases • Coordinate the taskforces and technical working groups to create awareness in the community. • Map the relevant agencies to create awareness. • Plan awareness creation in the community. **Responsibility 2: Improve health care services** • Implement policies and guidelines in hospitals and communities. • Assist in the formulation and development of policy guidelines. • Coordinate the formulation of support groups for psychosocial therapy. • Coordinate marketing strategies for mental health and well-being. • Review policies and guidelines to ensure that they are up to date. **Responsibility 3: Train and counsel patients and relatives in institutions and hospitals**	

- Develop training materials for use in the community.
- Counsel patients and relatives in the hospitals.
- Enhance referral systems and refer patients accordingly.
- Enhance linkages and networks with rehabilitative institutions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture, various office stationary and a computer

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of community mental health training, community non-communicable disease training

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of technical working groups and task force member formulation and, specific psychosocial related activities and work plans.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients, communicable diseases and dealing with highly sensitive domestic violence

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Weekly

Out of station travelling

Nature: To attend seminars and conferences and follow up of clients.

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Sociology, Social Work, Psychology, Anthropology, Mental Health or an equivalent
Professional Qualifications / Membership to professional bodies
Require supervisory management course.
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Social Worker I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	Mental Health
Location / Work station:	National Spinal Injury Hospital
Reporting Relationships	
Reports to:	Senior Medical Social Worker
Direct reports:	Medical Social Worker II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by addressing all medical psychosocial issues through a standard procedure e.g. patient follow ups counselling etc.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Coordinate social work activities • Organise outreaches in the community. • Resettle and discharge patients from the facility. **Responsibility 2: Plan and direct social work at the facility** • Counsel patient's relatives. • Carry out placements of discharged/ abandoned patients i.e. children. • Network with donors to assist patients who are not financially stable. **Responsibility 3: Follow up on patients welfare after discharge** • Follow up on sensitive cases of pandemic diseases. • Visit discharged patients.	
Job Dimensions:	
I. Financial Responsibility:	
The role is not responsible for any financial aspects.	
II. Responsibility for Physical Assets	

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture, various office stationary

B. Land

N/A

C. Records, data, information, confidential information

Safeguards data files.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Violence from patients, communicable diseases and dealing with highly sensitive domestic violence

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Weekly

Out of station travelling

Nature: Resettlement of discharged patients

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in sociology, social work, psychology, anthropology, mental health or an equivalent

Professional Qualifications / Membership to professional bodies

Requires supervisory management course

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Social Worker II**
Job Group:	J
Ministry:	Ministry of Health
State Department;	N/A
Department:	Curative and Rehabilitative Health / N/A
Division:	National Health Referral Facilities
Section / Unit:	Medical social work
Location / Work station:	Mathari Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Social Worker I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by offering psycho-social treatment and rehabilitation services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	

Responsibility 1: Provide psychosocial assessment

- Establish background information on patients by conducting initial intake interviews.
- Establish reasons for seeking help by identifying causal factors of patient's social situations.
- Ensure engagement of relatives in the patient's treatment process by debriefing.

Responsibility 2: Provide treatment

- Develop a treatment plan for the patient in line with diagnosis and best practice.
- Offer counselling to the patients as per their diagnosis.
- Ensure that multi-disciplinary teams are involved in the patient treatment.
- Ensure that relatives are engaged in the treatment of the patient in order to offer the necessary support.
- Review patient's progress and response to treatment in line with treatment plan.

Responsibility 3: Provide psychosocial economic assessment

- Establish the patient's as well as relatives' ability to offset hospital fees.

- Assists patients who are unable to fully or in part offset hospital fees by forwarding recommendations to the Waiver Committee.
- Advocate for patients who cannot offset their bill to be enrolled to National Health Insurance Fund
- Establish social and environmental situations especially for mentally ill patients who frequently relapse by investigating and making a report for treatment purposes.

Responsibility 4: Ensure social rehabilitation and resettlement

- Provide support to the hospital by identifying abandoned patients in the wards during ward rounds so as to decongest the wards.
- Requisition for funds to repatriate and reintegrate abandoned patients back to society through a multi-disciplinary approach.
- Ensure full repatriation by escorting patients back to their homes.
- Liaises with respective consulates/embassies on repatriating their citizens who would have been discharged from hospitals.
- Ensure that the repatriation process is efficient and in line with policy by liaising with Ministry of Immigration where it involves repatriation of foreigners to their respective countries.

Responsibility 5: Carry out outreach activities

- Establish community social factors that contribute to the ill health of its members by conducting planned outreach programmes.
- Ensures that there is a multi-disciplinary team in the community to assist in offering psychosocial interventions for patients.

Responsibility 6: Give health talks

- Counsel discharged patients on importance of drug adherence and practices to maintain good health.
- Counsel relatives of the discharged patient, on the importance of drug adherence and support of the patient in the recovery process.
- Give talks to patients relatives, importance of their well-being (mentally) so as to cope with the patient's illness.

Job Dimensions:
I. Financial Responsibility:
The role is not an Authority to Incur Expenditure.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards computers and office equipment.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards client's records.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in scheduling work.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital as well as violence from patients

Frequency: Daily

Working at non-standard hours

Nature: Night shifts and on-call

Frequency: Daily

Out of station travelling

Nature: Follow up of client's, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Social Work, Sociology, Psychology, Psychiatric Social Work, Medical Social Work, Mental Health or equivalent qualification

Professional Qualifications / Membership to professional bodies

Kenya Medical Social Workers Association

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Disaster management techniques • Interpersonal	• Organisational, managerial and administrative abilities

• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Social Worker III**
Job Group:	H
Ministry:	Ministry of Health
State Department;	N/A
Department:	Curative and Rehabilitative Health
Division:	National Health Referral Facilities
Section / Unit:	Medical Social Work
Location / Work station:	Mathari Teaching and Referral Hospital
Reporting Relationships	
Reports to:	Medical Social Worker I
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by offering psycho-social treatment and rehabilitation services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide psychosocial assessment • Establish background information on patients by conducting initial intake interviews. • Establish reason for seeking help by identifying causal factors of patient's social situations. • Ensure engagement of relatives in the patient's treatment process by debriefing. **Responsibility 2: Provide treatment** • Develop a treatment plan for the patient in line with diagnosis and best practice. • Offer counselling to the patients in relationship to the diagnosis. • Ensure that a multi-disciplinary team is involved in the patient's treatment. • Ensure that relatives are engaged in the treatment of the patient in order to offer the necessary support. • Review patient's progress and response to treatment in line with treatment plan. **Responsibility 3: Provide psychosocial economic assessment** • Establish the patient's as well as relative's ability to offset hospital fees.	

- Assist patients who are unable to fully or in part offset hospital fees by forwarding recommendations to Waiver Committee.
- Advocate for patients who cannot offset their bill to be enrolled to National Health Insurance Fund.
- Establish social and environmental situations especially for mentally ill patients who frequently relapse by investigating and making a report for treatment purposes.

Responsibility 4: Ensure social rehabilitation and resettlement

- Provide support to the hospital by identifying abandoned patient's in the wards during ward rounds so as to decongest the wards.
- Requisition funds to repatriate and reintegrate abandoned patients back to society through a multi-disciplinary approach.
- Ensure full repatriation by escorting patient's back to their homes.
- Liaise with respective consulates/embassies on repatriating their citizens who would have been discharged from hospitals.
- Ensure that the repatriation process is efficient and in line with policy by liaising with the Ministry of Immigration where it involves repatriation of foreigners to their respective countries.

Responsibility 5: Carry out outreach activities

- Establish community social factors that contribute to the ill health of its members by conducting planned outreach programmes.
- Ensure that there is a multi-disciplinary team in the community to assist in offering psychosocial interventions for patients.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards computers and office equipment.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards client's records.

D. Any other

N/A

III. Decision Making:
The role makes decisions for own area of work in scheduling work.
IV. Working Conditions:
Physical challenges Nature: Infections and communicable diseases in the hospital as well as violence from patients Frequency: Daily **Working at non-standard hours** Nature: Night shifts and on-call Frequency: Daily **Out of station travelling** Nature: Following up on client's, meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Social Work, Sociology, Psychology, Psychiatric Social Work, Medical Social Work, Mental Health or equivalent qualification
Professional Qualifications / Membership to professional bodies
Kenya Medical Social Workers Association
Previous relevant work experience required
The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Good communication • Interpersonal • Records management • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			

HR Representative			

5. DEPARTMENT OF PREVENTIVE AND PROMOTIVE HEALTH

Title:	**Senior Deputy Director of Medical Services (HOD Preventive and Promotive Health)**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Heads of Divisions
	Heads of Programmes
	Government Chemist
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by ensuring the effective coordination and organizing of preventive and promotive health programmes.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Develop policy and guidelines for preventive and promotive services • Coordinate situation analysis to generate evidence for planning of various programmes in the department. • Mobilise stakeholders to participate in the development of policy and guidelines. • Coordinate the National Policy launch and dissemination of guidelines. • Develop annual work plans for the department which informs Ministerial work plans.	
II. Managerial/ Supervisory Responsibilities	

Responsibility 1: Budget and plan

- Develop departmental budget plans which input into Ministerial budgets based on operational needs identified.
- Mobilise resources to support programmes and identified gaps.
- Coordinate the budget making process for the department through situation analysis.

Responsibility 2: Coordinate stakeholders and partners on preventive and promotive health

- Conduct a stakeholder mapping exercise annually to identify stakeholders and Partners to work with on programmes.
- Develop a master plan or inventory of all stakeholders especially development Partners indicating their roles and the type of finances or programmes they will support.
- Coordinate National Stakeholder forums for various programmes.

Responsibility 3: Advise the Office of the Director of Medical Services, Principal Secretary and Cabinet Secretary

- Advice the Director Medical Services, Principal Secretary and Cabinet Secretary on preventive and promotive health matters regularly.
- Provide technical responses to various correspondence on public health matters, nomination of persons for international meetings or the drawing of urgent memos to partners, stakeholders and other Ministries.
- Provide technical support to Counties.
- Sit on various boards to provide input on matters to do with public health.

Responsibility 4: Manage health security commodities

- Ensure that commodities for national programmes are available at all times.
- Coordinate, forecast and quantify national products on public health.
- Coordinate procurement and delivery of public health commodities to Counties.
- Carry out national stock evaluation as scheduled.
- Mobilise resources from external sources for procurement.
- Carry out an annual national survey in conjunction with the regulatory office to ensure that the sourced products are of the right quality.

III. Operational Responsibilities

Responsibility 1: Manage personnel and their development

- Carry out HR needs assessments for skills to determine training requirements.

- Ensure that there are no gaps in departments by coordinating the recruitment of both technical and non-technical staff that are donor financed.
- Manage the staff performance management process.
- Schedule and allocate duties to staff.

Responsibility 2: Monitor and evaluate projects in the department

- Coordinate the performance review of the annual work plans for the department, from programmes, Units and divisions.
- Use evaluated data/ information to give feedback and come up with performance charts on counties and shares the same with stakeholders and counties.

Responsibility 3: Manage the finances of the department

- Authorises spending on departmental budgets and programmes.
- Ensure the prudent use of resources through monthly budget and financial reviews to determine resource absorption issues and to establish gaps.
- Manage risk through monthly financial audits which identify various areas of potential risk and loss.

Responsibility 4: Facilitate procurement of commodities for the department

- Develop and coordinate the development of the department's procurement plan in line with the annual Ministerial plan.
- Implement the procurement plan guided by Ministry's annual procurement plan
- Ensures timely procurements that are done in line with the Procurement and Disposal Act.
- Hold monthly procurement reviews to determine the implementation of the plans and level of absorption of allocated funds.

Responsibility 5: Carry out research on public health

- Carry out situational analysis to determine research gaps.
- Develop proposals to mobilise resources for facilitating research activities.
- Coordinate the operational research within various departments, Ministries and other external Partners.
- Disseminates research findings to stakeholders

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management and allocation of the budget for the Directorate and is authorised to disease outbreaks, capacity building and technical assistance to Counties.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of assets such as Buildings, Equipment for research and testing, diagnosis, vehicles (90)

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe keeping and access of documents and information such as Research data findings and other confidential documents

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the Department which include setting timelines, allocating resources and scheduling tasks for the Departmental team and also makes policy implementation decisions for the Ministry on public health issues.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, meetings and conferences, monitoring and evaluating

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in a Medical field

Professional Qualifications / Membership to professional bodies

- Registered member of the Kenya Medical, Pharmacy and Dentist Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Certificate in quality assurance standards

Previous relevant work experience required

The role requires 16 years cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethic • Managerial and administrative • Interpersonal • Leading teams • Financial acumen • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Government Chemist**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Government Chemist's
Section / Unit:	N/A
Location / Work station:	Government Chemist's
Reporting Relationships	
Reports to:	Head of Preventive and Promotive Health Services
Direct reports:	Deputy Government Chemist
	Heads of Government Chemists Branches
	Heads of Sections within the Government Chemists
Job Purpose	
To ensure that the Ministry of Health achieves quality health care by providing effective and efficient analytical chemistry laboratory services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate and implement policies for the division • Prepare concept papers for desired policies or guidelines. • Ensure the participation of internal and external stakeholders in the policy formulation. • Ensure drafted policies and guidelines are in line with Divisional and Ministry mandates. • Oversee the dissemination and implementation of policies and guidelines in required areas. • Monitor compliance with policies and guidelines and review them accordingly.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan, finance and budget for the division • Coordinate the formulation of the Division's annual budget. • Execute the AIE holder role for the Division and authorise expenditure as specified.	

- Authorise payments for services rendered by merchants and for imprests to staff on official duty.
- Assist the Principal Secretary in managing development funds.
- Supervise Sub-AIEs assigned to Mombasa and Kisumu branches.

Responsibility 2: Advise the Principal Secretary on technical issues on chemicals and chemical management

- Guide the Principal Secretary in responses to technical issues on chemical and chemical management reported in the media.
- Handle complaints raised by clients on various matters related to the Division's services.
- Provide advisory services on chemical and chemical management issues to the Ministry and other government Agencies as and when required.
- Attend Senior Managers meetings in the Ministry of Health to learn and contribute on matters requiring the Division's technical input.

Responsibility 3: Oversee the implementation of the Chemical Weapons Convention (CWC)

- Head the National Authority of Kenya on the CWC.
- Make annual declarations on scheduled chemicals to the Organisation for the prohibition of Chemical Weapons (OPCW).
- Handle capacity building activities on CWC related issues.
- Coordinate the organization of CWC related meetings locally together with OPCW.
- Attend the annual Conference of States Parties held at the OPCW headquarters in the Netherlands as a member of the Kenyan delegation.

III. Operational Responsibilities

Responsibility 1: Provide quantitative and qualitative analytical and forensic laboratory services

- Coordinate stakeholders in formulating, planning and implementing quantitative and qualitative analytical and forensic laboratory services.
- Coordinate the staff in the Division in the provision of quantitative and qualitative analytical laboratory services.

Responsibility 2: Manage the Division's personnel

- Manage the performance contracting system in the Division.
- Identify training needs for the Division and make appropriate recommendations for staff training and development.

- Ensure that staff are adequately and competently staffed at all times.
- Schedule and allocate duties to staff in the Division.
- Provide leadership to the Division through meetings and other relevant interventions.
- Reviews the daily reports generated in the Division

Responsibility 3: Manage the resources for the Division

- Ensure that the Division has the required resources for the achievement of its mandate.
- Ensure that all procurement of chemicals and equipment is done on time and in line with the Procurement plan and the Procurement Act.
- Ensure the effective and efficient operation of machines and equipment by having service and maintenance contracts with maintenance agencies.

Responsibility 4: Represent the Division in other Institutions

- Attend Pests Control Products, National Campaign against Drug Abuse (NACADA) and National and International CWC meetings and functions as a member.
- Attend National and international functions of the Chemical, Biological Radiological and Nuclear (CBRN) initiative.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management of the recurrent and development vote for the Division.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of the assets allocated to it such as vehicles, lab equipment, office furniture, computers and accessories role

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the division on policy implementation, timelines, resource allocation and staffing.

IV. Working Conditions:

Physical challenges

Nature: Carcinogenic materials such as mercuric oxide, chloroform, phenol benzene, toluene, silica gel, exposure to high risk infections when handling biological specimen such as serological fluids and body parts, exposure to narcotics for example Bhang, cocaine, heroin, exposure to unknown, substances whose long term effects are not documented or known, exposure to harmful substances such as illicit brew, pesticides, accidental injury when handling samples such as murder weapons, exposure to corrosive chemical for example Sulphuric acid

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Collect samples, train stakeholders

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Chemistry, Environmental management, Food and science, Water quality management, Forensic science

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Quantitative and qualitative analytical forensic tools • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation

• Risk management • Effective communication • Policy and strategy implementation • Public service focus • Delivery of quality results • Stakeholder focus	• Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Government Chemist**
Job Group:	Q
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Government Chemist
Section / Unit:	Forensic Criminalistics
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Deputy Government Chemist
Direct reports:	Senior Principal Government Chemist
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by provision of comprehensive analytical and forensic services by providing analytical advice and providing a timely scientific report to enhance speedy dispensation of justice.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide water quality and pollution control services • Provide water quality and pollution control services. • Ensure water submitted to the laboratory. **Responsibility 2: Implement policy on professional standards at the Government Chemist** • Check with the Government Chemist or ministerial policy on professional standards. • Call for the division stakeholders meeting to discuss the policy. • Take minutes of meetings handed to the Government Chemist for implementation. **Responsibility 3: Budget and procure laboratory supplies** • Coordinate collection of budget proposals from various units in the Government Chemist. • Document all requirements from all sections. • Calls divisional stakeholders meetings to discuss requirements.	
II. Operational Responsibilities	
Responsibility 1: Provide technical advice to other Government Departments and the Public	

- Provide expert advice to the judiciary and the public.
- Identify the problem and informs stakeholders.
- Write analytical certificates on way forward and inform stakeholders.

Responsibility 2: Supervise and appraise staff

- Appraise staff quarterly.
- Set annual target for staff in the unit.
- Ensure proper documentation and maintenance of records.
- Ensure chain of custody is maintained.
- Mentor and coach staff.

Job Dimensions

I. Financial Responsibility:

The role does not control any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of computer and safes containing drugs

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for reports from analysis of exhibits and personal information from clients

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, analysis to be done; reagents to be used, court summons attendance.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards, carcinogenic chemicals, radioactive substances, corrosive chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: To attend court summons and carry out analysis

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Chemistry, Water Quality Management, Food Science And Technology, Forensic Science, Biochemistry, Genetics And Environmental Science

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of relevant Kenyan laws such as; Foods, drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Target setting • Managerial and administrative • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Principal Chemist**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Government Chemist
Section / Unit:	Toxicology
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Assistant Government Chemist
Direct reports:	Principal Chemist

Job Purpose

To ensure that the Ministry of Health achieves quality health care by providing effective and efficient analytical chemistry laboratory services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan, monitor and evaluate implementation of analytical and forensic services

- Allocate case files for analysis.
- Ensure that analyses are done and documented.
- Evaluate analysed case files for reporting.
- Ensure chain of custody is maintained.
- Ensure quality control of analysis.

Responsibility 2: Coordinate and manage research projects

- Identify area of research e.g. protocols and instruments.
- Plan for research projects by writing a proposal and sourcing for funds.
- Execute the research project.

Responsibility 3: Prepare scientific reports

- Interpret data that has been analysed.
- Evaluate statistical analysis of data and document recommendations.

Responsibility 4: Present reports and provide expert evidence in court

- Receive and acknowledge bonds and summons.

- Identify and understand court cases.
- Present and submit witness reports and cross-examinations by the court.

Responsibility 5: Liaise with other laboratories and bodies for information exchange to improve standards of performance

- Plan and recommend for training with relevant and more advanced laboratories.
- Plan for laboratory exchange programs and visitations.
- Plan for proficiency laboratory tests.
- Develop standard operational procedures for analytical laboratories.

II. Operational Responsibilities

Responsibility 1: Analyse of foods, drugs, chemical substances, water, waste, crime scenes specimens and other materials

- Retrieve exhibits and specimens from storage areas.
- Prepare reagents and other accessories for analysis.
- Perform qualitative and quantitative analysis using analytical equipment.
- Analyse and interpret data and documents.

Responsibility 2: Manage personnel at the laboratory

- Supervise laboratory personnel.
- Ensure proper documentation and maintenance of records.
- Ensures chain of custody is maintained.
- Mentor and coach staff.

Job Dimensions:

I. Financial Responsibility:

The role does not control any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of equipment in the laboratory

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for reports from analysis of exhibits and personal information from clients

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, analysis to be done, reagents to be used and court summons attendance.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards, carcinogenic chemicals, radioactive substances, corrosive chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: To attend court summons and carry out analysis

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Chemistry, Water Quality Management, Food Science And Technology, Forensic Science, Biochemistry, Genetics and Environmental Science

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 12 years cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Managerial and administrative • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Chemist- Field**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	N/A
Section / Unit:	Government Chemist
Location / Work station:	Mombasa
Reporting Relationships	
Reports to:	Senior Principal Chemist
Direct reports:	Chief Government Chemist

Job Purpose

To ensure that the Ministry of Health achieves quality health care by providing effective and efficient analytical chemistry laboratory services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Carry out forensic analysis.

- Receive exhibits and register them.
- Assemble equipment apparatus and reagents for analysis.
- Analyse the exhibits and collect data.
- Collate the data and prepare reports with conclusions/ findings.

Responsibility 2: Carry out paternity and maternity testing

- Collect samples from individuals.
- Record details and enter in the registers.
- Extract, amplify DNA and generate profiles.
- Collect data generated and prepare report.

Responsibility 3: Present reports of analysis and provide expert evidence

- Attend court sessions.
- Undergo cross- examination by defence counsel.
- Ensure that the prosecutor attends court sessions.

Responsibility 4: Prepare sections quarterly and yearly reports

- Collate all received, pending and done cases.

- Analyse and prepare report on progress of work done.
- Present the report at section head meetings.
- Prepare requisition forms for sections.

II. Operational Responsibilities

N/A

I. Financial Responsibility:

The role does not control any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of equipment in the laboratory

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for reports from analysis of exhibits and personal information from clients

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in policy implementation, analysis to be done, reagents to be used and court summons attendance.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: To attend court summons and carry out analysis

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in chemistry, forensic science, Biochemistry, Genetics and Environmental Science
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Chemist**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Government Chemist
Section / Unit:	Forensic Toxicology
Location / Work station:	Government Chemist - Nairobi
Reporting Relationships	
Reports to:	Senior Principal Chemist
Direct reports:	Chief Chemist

Job Purpose

To ensure that the Ministry of Health achieves quality health care by offering analytical and forensic services for speedy dispensation of justice, protection of public health and environmental protection.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out forensic analysis of samples

- Retrieve samples from storage areas, confirms samples and carry out a file tally.
- Prepare analytical reagents for analysis.
- Carry out chemical extraction to identify possible toxins.
- Carry out pre-chemistry tests and confirmatory tests on extracts.

Responsibility 2: Carry out data analysis of results obtained

- Retrieve and record raw data for analysed samples.
- Interpret data for available poisons based on reference analytical materials.
- Perform computational procedures and draft a summary of the findings.

Responsibility 3: Provide expert evidence in court

- Retrieve analytical/ forensic reports requested as evidence by courts of law.
- Disseminate reports/ information to the respective law courts.

Responsibility 4: Prepare reports for analysis

- Review computational procedures of results received.

- Research on the available literature based on the requested parameters and write a comprehensive analytical report.

Responsibility 5: Provide technical advice to clients

- Identify problems that may affect service delivery.
- Identify and provide reports on equipment needed for chemical analysis.
- Ensure that the laboratory is safe before and after working hours.

Job Dimensions:

I. Financial Responsibility:

The role does not control any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of equipment in the laboratory

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for reports from analysis of exhibits and personal information from clients

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of analysis to be done, reagents to be used, court summons attendance and allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards, carcinogenic chemicals, radioactive substances, corrosive chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: Attend court summons and carry out analysis

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor's degree in Chemistry, Water Quality Management, Food Science and Technology, Forensic Science, Biochemistry, Genetics and Environmental Science	
Professional Qualifications / Membership to professional bodies	
Certificate in Senior Management Course not lasting less than four (4) weeks	
Previous relevant work experience required	
The role requires nine (9) years cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Chemist**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Government Chemist
Section / Unit:	Forensic Toxicology
Location / Work station:	Government Chemist – Nairobi
Reporting Relationships	
Reports to:	Principal Chemist
Direct reports:	Senior Chemist and Chemist
Job Purpose	
To ensure that the Ministry of Health achieves quality health care by offering analytical and forensic services for speedy dispensation of justice, protection of public health and environmental protection.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Prepare samples for paternity/ maternity testing and analytical samples • Receive samples from clients and register for record purposes. • Store samples according to laid down regulations. • Retrieve vital information from the client on the details of the samples. **Responsibility 2: Generate and interpret scientific data** • Analyse samples to generate scientific data. • Generate qualitative and quantitative data and interpret data that has been analysed. **Responsibility 3: Present reports of analysis and provide expert evidence in court** • Prepare reports for clients and parties involved in court cases. • Attend court cases to give an interpretation of the data from the report. • Give expert advice on the results of the data being analysed.	

Responsibility 4: Carry out research on techniques and methods used in chemical analysis

- Refer to manuals, books and journals on chemical analysis techniques.
- Carry out the analysis using the available equipment and materials.
- Document summarised methods of analysis and prepare reagents for use.
- Calibrate and condition equipment for chemical analysis.

Responsibility 5: Ensure that the laboratory has the materials and conditions for smooth operations

- Identify problems that may cause reduction in service delivery.
- Identify and prepare reports on equipment needed for chemical analysis.
- Ensure that the laboratory is safe before and after working hours.

Job Dimensions:

I. Financial Responsibility:

The role does not control any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of equipment in the laboratory

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for reports from analysis of exhibits and personal information from clients

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of analysis to be done, reagents to be used, court summons attendance and allocation of duties.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards, carcinogenic chemicals, radioactive substances, corrosive chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: Attend court summons and carry out analysis

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in chemistry, water quality management, food science and technology, forensic science, biochemistry, genetics and environmental Science

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years

Functional Skills	Behavioural Competencies/Attributes
• Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Interpersonal • Policy implementation • Oral/ written communication • Administrative	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

• Problem solving • Target setting • Delivery on work plans			
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chemist**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Government Chemist's
Section / Unit:	Serology / Forensic DNA
Location / Work station:	Government Chemist's
Reporting Relationships	
Reports to:	Chief Chemist
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve provision of quality health care by analysis of samples and exhibits and reporting on the same to relevant stakeholders.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Receive and screen samples

- Ensure that samples described tally with the submission form, for example, memo forms.
- Ensure easy identification and track of samples and exhibits through coding.
- Prepare and record samples in the receipt register for chain of custody and ease of reference.
- Ensure that samples for rejection are counterchecked against the criteria for rejection.
- Ensure that prior sampling has done correctly before receiving and screening at the Government Chemist.

Responsibility 2: Store, retrieve and issue out materials for analysis

- Ensure the samples have been properly sealed in the correct packaging and storage material.
- Calibrate and set storage equipment temperatures to ensure that they are right for different types of samples.

- Ensure correct storage sequence for ease of retrieval and reference.
- Store samples and exhibits in the designated area and ensure that it is noted in the file or receipt register.
- Issue out exhibits and report by counterchecking the identity of the claiming client for example using ID or Certificate of Appointment.
- Record client details in release forms or file copy for ease of reference and chain of custody.

Responsibility 3: Analyse samples and data

- Prepare screening and analysing reagent for analysis.
- Perform presumptive and qualitative tests for various parameters, for example, the test for blood and semen, methanol in blood and aflatoxins in grains.
- Prepare samples for quantitative analysis; for example, perform extractions so as to isolate the targets.
- Perform qualitative and quantitative analysis of sample using analytical equipment such as AAS, GC-MS, GA for identification of target for example DNA.
- Retrieve, analyse and interpret information on the sample and record the raw data for computation.
- Perform computational procedures and draft the initial report of findings for example calculate the paternity index and calculate toxicity levels of a compound in various concentrations for ease of understanding.

Responsibility 4: Carry out sampling on various sites

- Identify potential sampling site and perform reconnaissance.
- Prepare necessary sampling materials and equipment to take to the site.
- Conduct sampling using approved Standard Operating Procedures (SOPs) as well as storing SOPs.
- Ensure proper recording of samples and exhibits for chain of custody.

Responsibility 5: Maintain records

- Ensure proper documentation of all files and registers.
- Ensure that files are properly named, numbered, sequenced and stored at the right place.
- Ensure proper security procedures are followed and chain of custody of the same is properly recorded.

Responsibility 6: Participate in training and development

- Offer tutorials and lectures to students from institutions, Directorate of Defence (DO) and Kenya Police Service
- Trains students on attachment in the Government Chemist's Department.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office assets such as – Office furniture and fittings

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of work planning and execution.

IV. Working Conditions:

Physical challenges

Nature: Carcinogenic materials such as mercuric oxide, chloroform, phenol benzene, toluene, silica gel, exposure to high risk infections when handling biological specimen such as serological fluids and body parts, exposure to narcotics for example Bhang, cocaine, heroin, exposure to unknown, substances whose long term effects are not documented or known, exposure to harmful substances such as illicit brew, pesticides, accidental injury when handling samples such as murder weapons, exposure to corrosive chemical for example Sulphuric acid

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Collect samples, train stakeholders

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor of Science degree in any of the following disciplines:-Chemistry, Food Science and Technology, Forensic Science, Biochemistry or Environmental Science	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Principal Laboratory Technologist**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	N/A
Section / Unit:	Government Chemist's
Location / Work station:	Kisumu Branch
Reporting Relationships	
Reports to:	Assistant Director Laboratory Services
Direct reports:	Chief Medical Laboratory Technologists
Job Purpose	
To ensure the Ministry of Health achieves its mandate by providing timely provision of forensic and analytical reports for speedy dispensation of justice	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Supervising the implementation of good laboratory practices • Supervise the disinfection, cleaning and sterilisation of apparatus. • Ensure proper use of personal protective equipment. • Ensure proper use of storage and use of chemicals. • Ensure implementation of laboratory best practices and work plans. • Liaise with other laboratories to ensure that operations are in line with Kenya Bureau of Standards. **Responsibility 2: Supervise and mentor of new staff and trainees in the laboratory** • Schedule and allocate duties for trainees in the laboratory. • Mentor and coach trainees on practical attachment.	
II. Operational Responsibilities	
Responsibility 1: Perform laboratory analysis • Carry out pre-analytical activities e.g. visits sites to collect samples and inoculates the samples in crime scenes and accident scenes. • Perform analysis according to standard operating procedures. • Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.	

Responsibility 2: Develop standard operating procedures

- Document the necessary standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out laboratory procedures.

Responsibility 3: Perform equipment maintenance and stock management

- Perform routine cleaning and temperature charting of the equipment.
- Report on any equipment damage in the occurrence book.
- Ensure that there are enough reagents and consumables to perform test/procedures.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients information

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for teams in terms of terms of planning for analysis method to use, allocating duties, timelines and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: Hazards such as carcinogenic chemicals, accidental spills of reagents and chemical burns

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Weekly

Out of station travelling

Nature: Carry out sampling in various accident and crime scenes

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Higher Diploma in the Applied Sciences, Environmental Chemistry, Food Science and Technology, Medical Laboratory Technology, Bio Technology, Microbiology, Parasitology, Haematology, Histology, Cytology

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Communicating effectively • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Laboratory Technologist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Government Chemist's
Section / Unit:	Serology
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Principal Laboratory Technologist
Direct reports:	Chief Laboratory Technologist

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate through timely provision of forensic and analytical reports for speedy dispensation of justice.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage laboratory operations

- Develop work plans that assist in meeting the laboratories objectives to be adhered to by all staff.
- Ensure laboratory equipment is well maintained.
- Oversee the documentation of exhibits.
- Authorise release of reports related to the exhibits.
- Monitor adherence of standard operating laboratory procedures in the laboratory.
- Ensure safe disposal of laboratory waste and that staff wear protective clothing while on duty.
- Ensure that samples are safely stored and registered correctly in the laboratory
- Oversee the incineration of laboratory chemicals.

Responsibility 2: Carry out performance management and supervision of staff

- Carry out performance appraisal of staff in the laboratory.
- Identify training needs analysis and forwards to the ministerial technical training committee for approval.
- Schedule and allocate duties to staff in the laboratory.

- Train stakeholders such as police officers, universities, public health officers and security personnel on sampling techniques and procedures.

II. Operational Responsibilities

Responsibility 1: Perform laboratory analysis

- Carry out pre-analytical activities e.g. specimen collection, specimen registration and patient preparation.
- Perform analysis according to standard operating procedures e.g. performing of blood group or blood chemistry testing.
- Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.

Responsibility 2: Develop standard operating procedures, guidelines and strategies for use in the laboratory

- Review and document the necessary standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out procedures.
- Develop training manuals for laboratory specific training.
- Establish systems for measuring necessary aspects of laboratory quality techniques
- Investigate disease outbreaks in liaison with other health providers and monitors and evaluates outcome.

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on scheduling work activities, timelines and effective laboratory analysis method to use.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: To collect bacteriological samples

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Analytical Chemistry or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate position for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

• Oral/ written communication • Administrative • Problem solving	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Laboratory Technologist**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Government Chemist
Section / Unit:	Serology
Location / Work station:	Government Chemist's
Reporting Relationships	
Reports to:	Principal Laboratory Technologist
Direct reports:	Senior Laboratory Technologist

Job Purpose

To ensure that the Ministry of Health achieves its mandate by ensuring the effective implementation of the Government Chemist's policies.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Manage personnel in the laboratory

- Appraise subordinate officers.
- Identify training needs of the subordinate officers in the section and forwards to approvers.
- Allocates duties to subordinate officers.

Responsibility 2: Formulate technical laboratory standards

- Participate in technical committee meetings at Kenya Bureau Standards (KEBS) to formulate Kenyan and East African Laboratory Standards.
- Ensure that that there is adherence to these standards at the laboratories in the analysis process.
- Coordinate quality assurance procedures in the laboratories.

Responsibility 3: Carry out field sampling

- Plan and execute sampling events in response to formal requests by other Government departments.
- Ensure that samples collected in the field are submitted to the laboratory for allocation of case/sample laboratory reference numbers.

- Capacity builds relevant stakeholders on proper sampling methods so as to avoid contamination or distraction of evidence.

II. Operational Responsibilities

Responsibility 1: Prepare Standard Operating Procedures (SOPs) for the laboratory activities

- Review SOP's to identify gaps by extracting the procedures of analysis from reference books instrument/equipment manuals and the internet.
- Prepare a laboratory manual based on the viable methods of analysis by confirming reproducibility of results by these procedures.
- Ensure preparation of laboratory reagents as per laboratory manual and record reagents prepared in the reagents register.
- Ensure proper labelling of reagent bottle for use in the laboratories.

Responsibility 2: Receive, analyse and prepare technical reports and certificates of analysis, and work plans for samples and exhibits

- Supervise the process of receiving and storing samples in the laboratories.
- Coordinate the screening of samples/exhibits submitted by the clients for investigation, for example, DNA/ RNA and drug efficacy tests.
- Supervise the analysis of samples and exhibits in the laboratories to ensure accuracy of results.
- Prepare technical reports and certificates of analysis and work plans for submission to relevant stakeholders.

Responsibility 3: Maintain analytical data base, laboratory stores, records and equipment and undertake technical evaluation of laboratory equipment and chemicals

- Maintain analytical data base, laboratory stores, records and equipment (inventory).
- Ensure servicing of equipment is done regularly, and chemicals are procured in time by raising the requisition to the procuring unit accordingly.
- Ensure that repairing of instruments / equipment is done appropriately and by the correct technicians.
- Record and manage the disposal of unserviceable instruments/equipment and chemicals.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of records of analysed samples in the laboratories

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit on implementation of laboratory technology policies formulated, allocation of duties and timelines to staff and the allocation of resources for use in national institutions.

IV. Working Conditions:

Physical challenges

Nature: Carcinogenic materials such as mercuric oxide, chloroform, phenol benzene, toluene, silica gel, exposure to high risk infections when handling biological specimen such as serological fluids and body parts, exposure to narcotics for example Bhang, cocaine, heroin, exposure to unknown, substances whose long term effects are not documented or known, exposure to harmful substances such as illicit brew, pesticides, accidental injury when handling samples such as murder weapons, exposure to corrosive chemical for example Sulphuric acid

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Sciences and Technology

Professional Qualifications / Membership to professional bodies			
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board • Certificate in Senior Management Course not lasting less than four (4) weeks			
Previous relevant work experience required			
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• World Health Organization(WHO), National Environmental Management and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Knowledge of the new techniques of analysis in the forensic field as trained by GITZ • Policy implementation • Oral/ written communication • Problem solving • Target setting • Delivery on work plans		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**

Head of Department			
HR Representative			

Job Title:	**Laboratory Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Government Chemist's
Section / Unit:	Water, Foods, Serology, DNA, Toxicology, Criminalistics and Bhang sections / N/A
Location / Work station:	Government Chemist's
Reporting Relationships	
Reports to:	Laboratory Technologist II
Direct reports:	N/A

Job Purpose

To ensure that the Ministry of Health achieves quality health care by providing analytical laboratory services in water, foods, drinks and forensic services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Prepare laboratory reagents

- Ensure volume of stock solution is correctly calculated by confirming the assay and calculations of the required concentration.
- Ensure that the required specific concentration is diluted by dissolving sample reagents.
- Ensure accuracy of prepared reagents by standardization.
- Ensure easy identification of prepared reagents concentration by labelling and correct storage.
- Maintain good laboratory practice by proper maintenance of the working and preparation area.

Responsibility 2: Receive and document samples for analysis

- Ensure sample receiving procedures are adhered to by identifying the submitting Officer and reading submitting documents.

- Ensure that samples /exhibits submitted by clients for investigations are screened and received according to prescribed procedures.
- Ensure traceability of materials/exhibit case/samples by allocating the reference numbers in the register and filling the accompanying documents.
- Ensure easy identification of received sample /exhibit by labelling samples using the case /Laboratory Reference number.
- Ensure that received samples/exhibits are stored appropriately.

Responsibility 3: Carry out chemical/ microbiological analysis on submitted samples/exhibits

- Ensure work plans for analysis are prepared on a daily basis
- Identify and indicate the physical properties of the samples/ exhibits and extracting components of interest as requested by the clients/ stakeholders
- Ascertain the presence a component of interest by through isolating for example , DNA profiling , drug efficacy tests , pesticides and metals from the samples/ exhibits
- Assist in sampling events in response to formal request by other Government Departments. Examples are; alcohol samples – NACADA, Police Officers; cereals for aflatoxins- Public Health Officers ; narcotics and psychotropic substances- Police Officers, Schools and colleges. Water and effluent –Public Health officers, NEMA, KEBS and private companies.
- Compile the result as a report /certificate of analysis after identifying and quantifying the parameters of interest.

Responsibility 4: Ensure cleanliness of the laboratory

- Ensure that the correct waste disposal procedures are followed by identification of various categories of wastes
- Ensure that waste disposal is carried out through the correct disposal method.
- Ensure that laboratory glassware is cleaned using the correct procedure.
- Ensures that the laboratory surfaces and equipment and glassware are sterilized often to avoid contamination.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on scheduling work activities.

IV. Working Conditions:

Physical challenges

Nature: Carcinogenic materials such as mercuric oxide, chloroform, phenol benzene, toluene, silica gel, exposure to high risk infections when handling biological specimen such as serological fluids and body parts, exposure to narcotics for example Bhang, cocaine, heroin, exposure to unknown, substances whose long term effects are not documented or known, exposure to harmful substances such as illicit brew, pesticides, accidental injury when handling samples such as murder weapons, exposure to corrosive chemical for example Sulphuric acid

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Sciences and Technology,

Professional Qualifications / Membership to professional bodies

Registered by the Kenya Medical Laboratory Technicians and Technologists Board

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA). • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Good communication • Interpersonal • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Community Health**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Family Health
Section / Unit:	Community Health and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Family Health Division
Direct reports:	In –charges of Sub-Units
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by providing policy directions, standards, monitoring and evaluation and capacity in community health.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate, develop and oversee policy implementation for community health services • Coordinate various stakeholders (internal and external) in the development of policies and guidelines. • Ensure that all policy development is evidence based through carrying out research in the area of that policy. • Advocate for policy implementation through appropriate dissemination and stakeholder involvement. • Ensure that guidelines and standards are being implemented by proper monitoring and evaluation practices.	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Plan and budget for the unit • Participate in the development of the Ministry's strategic plan. • Develop the unit's annual work plan in with the participation of partners or stakeholders. • Coordinate stakeholders in implementation of community health.	

- Participate in the Ministerial budget plan in line with the annual work plan.
- Reviews annual work-plan quarterly with the support of development partners.

Responsibility 2: Supervise unit staff

- Manage the performance contracting process for staff.
- Ensure that staff performance is reviewed bi-annually.
- Supervise and schedule duties to staff and supervise their work activities.
- Participate in various human resource activities such as staff recruitment, identifying and recommending training and making recommendations for promotion and disciplining of staff.

Responsibility 3: Monitoring and evaluation of programmes

- Ensure that standard monitoring and evaluation tools are developed.
- Ensure the effectiveness of the work plan by monitoring and evaluating the adequacy of resources and the effectiveness of implementation.
- Monitor and evaluate the delivery of training by Trainers of Trainers (Counties) by ensuring that they are using the correct curriculum, methodology and content.

III. Operational Responsibilities

Responsibility 1: Ensure on-going capacity building

- Ensure that the training materials are developed through the participation of relevant stakeholders and in line with expected standards and guidelines.
- Provide technical training support to Counties at the level of Training of Trainers
- Periodically review capacity development frameworks and training materials that are used.
- Ensure that there is wide participation of development partners in all areas of capacity building

Job Dimensions:

I. Financial Responsibility:

The role does not have the Authority to Incur Expenditure; however The role is responsible for prudent management of funds sources from Development Partners.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office equipment allocated to it such as office furniture, computers and computer accessories, vehicles.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit on timelines, resource allocation and policy implementation.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections and communicable diseases in the community

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Community Health. Health Systems Management, Health Promotions and Education, Nutrition, Public Health and Epidemiology

Professional Qualifications / Membership to professional bodies

- Membership to Council for Public Health and Technicians
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Project planning and management • Policy and strategy implementation • Communicating effectively • Resource management	• Ability to articulate and implement Ministerial/Departmental Mandates

• Technical competence • Problem solving • High standards of professional ethics • Target setting • Managerial and administrative • Interpersonal • Leading teams • Managing performance • Computer literacy	• Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director Medical Laboratory Services**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	N/A
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Director of Medical Laboratories
Direct reports:	Assistant Director of Laboratory Services (Heads of Specific Public Health Laboratory Units)

Job Purpose

To ensure that specialised referral laboratory services are offered as per the International Health Regulations and Public Health Act.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate, implement and review policies, strategies and regulations of specialised laboratory services

- Assist in formulating national technical working groups to aid in the formulation of specialised laboratory policies.
- Offer technical guidance in formulation of policies by coordinating the analysis of technical data.
- Assist in reviewing and updating the policies and guidelines to ensure that it is up to date.
- Assist the Director in ensuring that policy is benchmarked to meet international standards on specialised laboratory services.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate, monitor and evaluate laboratory programmes/projects

- Investigate and coordinate the laboratory outbreak response nationally such as Cholera and Ebola outbreaks
- Manage specialised laboratory services such as multi drug resistant TB, multi-drug resistant HIV and aflatoxin.

- Offer national quality assurance laboratory programmes to Counties laboratories.
- Chair the national laboratory technical working groups.
- Coordinate the functions of national laboratory development partners.
- Supervises at the National Level monitoring and evaluation of laboratory services
- Supervise routine monitoring of food safety and nutrition as per the Public Health Food and Drug Act e.g. testing for nutrient value, aflatoxin, and moisture content.

Responsibility 2: Implement policies, strategies and regulations

- Capacity build senior laboratory personnel on policies, strategies and regulations.
- Supervise the monitoring and evaluation of implementation of policies, strategies and regulation by senior laboratory personnel to ensure compliance.

Responsibility 3: Coordinate the implementation of work plans and departmental budgets

- Develop divisional work plan and budget.
- Oversee implementation and prudent use of government funds as allocated for specific programmes.
- Monitor and evaluate timely implementation of work plans.
- Develop proposals and source funds from development partners for various projects and programmes.
- Ensure that donor fund implementation meets both the Country and international standards as per the External Resource Mobilisation Act.

Responsibility 4: Carry out performance management

- Carry out performance appraisals of subordinates.
- Identify training needs for subordinates and forward to the training committee for approval.
- Schedule and allocate duties to subordinates

II. Operational Responsibilities

Responsibility 1: Head the National Public Health Laboratories

- Ensures that specialised public health laboratory services are offered effectively and efficiently nationally
- Develop and maintain national laboratory systems that immediately detect, assess, and report infectious and dangerous disease out breaks and emergencies that have both national and global impact.
- Coordinate activities between national, regional and global public health laboratories on disease outbreaks.

- Establish, implement and maintain a comprehensive biosecurity and biosafety system to protect citizens and laboratory personnel from the risks of handling pathogens and developing preventive technology.
- Mentor and capacity builds public health laboratory personnel on specialised laboratory services.
- Provide technical assistance to heads of specialised public health reference laboratories nationally.
- Manage implementation of national laboratory Public Private Partnerships (PPP) related to specialised public health laboratories.
- Coordinate accreditation of public health laboratories towards attainment of International Standards (ISO 15189).
- Coordinate implementation of laboratory standards and calibration to meet international standards (ISO 17025).
- Establish, implement and maintain real-time laboratory based surveillance systems with core competence for establishing rapid and accurate disease reporting through close cooperation with WHO, FAO and OIE

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for controlling a budget of approximately KSHS 30 million

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include Specialized national public health laboratory equipment such as multi drug resistance TB, HIV, Molecular equipment for diagnosis of specialized tests, vehicles, computer and accessories, office furniture and fittings, restricted access facilities of bio-terrorism nature including bio organisms, bio safety level three (3) laboratories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of Confidential records of disease outbreaks, confidential laboratory reports of criminal investigations, confidential information on individual patients report of specialized nature for example multi drug resistant TB or HIV

D. Any other

Classified documents related to Public Health

III. Decision Making:

The role makes decisions for the division in terms of implementation of policy, budget allocation, partnership frameworks and new test methodologies and technologies and planning and allocating of duties

IV. Working Conditions:

Physical challenges

Nature: Hazards as The role works with dangerous specimens in laboratories

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Monitoring and evaluation and regional discussions on outbreak of diseases

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science,

Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control

Professional Qualifications / Membership to professional bodies

- Registered Member of Kenya Medical Laboratory Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Possess a management certificate of at least one (1) ISO certified public health laboratory

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge in laboratory quality assurance standards • Knowledge in international training bio-security management • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Target setting • Managerial and administrative • Leading teams • Financial acumen • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Chief Medical Laboratory Technologist**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	Training
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Deputy Chief Medical Laboratory Technologist
Direct reports:	Assistant Chief Medical Laboratory

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate through laboratory diagnosis, surveillance, provision of external quality assurance services and laboratory capacity building.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate the preparation of reagent strains and archiving of specimens

- Oversee development of procurement plans to purchases strains and reagents.
- Oversee the organisation and preparation of apparatus, equipment and solutions.
- Ensure that laboratory techniques are in line with the standard operating procedures.

Responsibility 2: Supervise the recruitment, preparation and bleeding of donors for blood transfusion

- Oversee the preparation of blood donors in accordance with the standard operating procedures.
- Supervises the bleeding and screening of blood transmission and ensure blood products are transported to health facilities.

Responsibility 3: Oversee equipment maintenance and calibration

- Prepare equipment maintenance and schedules to ensure frequent maintenance of equipment.

- Document corrective action for equipment that is faulty.
- Ensure routine cleaning and temperature charting of the equipment.
- Report on any equipment damage in the occurrence book.
- Ensure that there are enough reagents and consumables to perform tests/ procedures.

Responsibility 4: Carry out performance management and supervise staff

- Appraise laboratory staff.
- Identify training needs and forward to the ministerial technical training committee for approval.
- Schedule and allocate duties to staff in the laboratory.

II. Operational Responsibilities

Responsibility 1: Perform laboratory analysis

- Carry out pre-analytical activities e.g. specimen collection, specimen registration and patient preparation.
- Perform analysis according to standard operating procedures e.g. performing of blood group or blood chemistry testing.
- Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.

Responsibility 2: Develop standard operating procedures, guidelines and strategies for use in the laboratory

- Review and document the necessary standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out procedures.
- Develop training manuals for laboratory specific training.
- Establish systems for measuring necessary aspects of laboratory quality techniques.
- Investigate disease outbreaks in liaison with other health providers and monitors and evaluate the outcome.

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is a custodian of laptop and a projector

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on scheduling work activities, timelines and effective laboratory analysis method to use.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building in the Counties

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Services or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Computer Applications
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a subordinate position for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS)	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity

• Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental management Control Act (NEMA) • Policy implementation • Oral/ written communication • Administrative	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Technologist**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	National TB Reference Laboratory
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Chief Medical Laboratory Technologist
Direct reports:	Medical Laboratory Technologist I/II/III

Job Purpose

To ensure that the Ministry of Health achieves quality health care through diagnosis, surveillance and provision of external quality assurance services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Supervise the implementation of good laboratory practices

- Supervise the disinfection, cleaning and sterilisation of apparatus.
- Ensure proper use of personal protective equipment.
- Ensure proper use of storage and use of chemicals.
- Ensure implementation of laboratory best practice.

Responsibility 2: Supervise and mentor of staff in the laboratory

- Schedule and allocate duties for officers in the laboratory.
- Mentor and coach officers in the laboratory.

Responsibility 3: Oversee equipment maintenance and calibration

- Ensure frequent maintenance of equipment.
- Prepare equipment maintenance and schedules.
- Documents corrective action for equipment that is faulty.
- Ensure routine cleaning and temperature charting of the equipment.
- Report on any equipment damage in the occurrence book.
- Ensure there are enough reagents and consumables to perform test/procedures

II. Operational Responsibilities

Responsibility 1: Perform laboratory analysis

- Carry out pre-analytical activities e.g. specimen collection, specimen registration and patient preparation.
- Perform analysis according to standard operating procedures e.g. performing of blood group or blood chemistry testing.
- Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.

Responsibility 2: Develop standard operating procedures

- Review and document standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out laboratory procedures.

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on scheduling work activities, timelines and effective laboratory analysis method to use.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building in the Counties

Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Medical Laboratory Services or any other equivalent qualification
Professional Qualifications / Membership to professional bodies
• Registered by the Kenya Medical Laboratory Technicians and Technologists Board • Certificate in Computer Applications
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate position for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Policy implementation • Oral/ written communication • Administrative	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Laboratory Technician**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	National TB Reference Laboratory
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Chief Medical Laboratory Technician
Direct reports:	Medical Laboratory Technician I/II/III

Job Purpose

To ensure that the Ministry of Health achieves quality health care through diagnosis, surveillance and provision of external quality assurance services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Supervise implementation of good laboratory practices

- Supervise disinfection, cleaning and sterilisation of apparatus.
- Ensure proper use of personal protective equipment.
- Ensure proper use of storage and use of chemicals.
- Ensure implementation of laboratory best practices.

Responsibility 2: Supervise and mentor staff in the laboratory

- Schedule and allocate duties for officers in the laboratory.
- Mentor and coach officers in the laboratory.

Responsibility 3: Oversee equipment maintenance and calibration

- Ensure frequent maintenance of equipment.
- Prepare equipment maintenance and schedules.
- Document corrective action for equipment that is faulty.
- Ensure routine cleaning and temperature charting of the equipment.
- Report on any equipment damage in the occurrence book.
- Ensure that there are enough reagents and consumables to perform test/procedures.

II. Operational Responsibilities

Responsibility 1: Perform laboratory analysis

- Carry out pre-analytical activities e.g. specimen collection, specimen registration and patient preparation.
- Perform analysis according to standard operating procedures e.g. performing of blood group or blood chemistry testing.
- Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.

Responsibility 2: Develop standard operating procedures

- Review and document the necessary standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out procedures.

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on scheduling work activities, timelines and effective laboratory analysis method to use.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building in the Counties

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Medical Laboratory Services or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

- Registered by the Kenya Medical Laboratory Technicians and Technologists Board
- Certificate in Computer Applications

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a directly subordinate position for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Interpersonal • Policy implementation • Oral/ written communication • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Medical Laboratory Technologist I**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	National Public Health Laboratories
Section / Unit:	National Micro-Biology Reference Laboratory
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Medical Technologists
Direct reports:	N/A

Job Purpose

To ensure the Ministry of Health achieves its mandate by diagnosis, surveillance and provision of external quality services.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Supervise implementation of good laboratory practices

- Supervise the disinfection, cleaning and sterilisation of apparatus.
- Ensure proper use of personal protective equipment.
- Ensure proper use of storage and use of chemicals.
- Ensure implementation of laboratory best practices.

Responsibility 2: Supervise and mentor new staff and trainees in the laboratory

- Schedule and allocate duties for trainees in the laboratory.
- Mentor and coach trainees on practical attachment.

II. Operational Responsibilities

Responsibility 1: Perform laboratory analysis

- Carry out pre-analytical activities e.g. specimen collection, specimen registration and patient preparation.
- Perform analysis according to standard operating procedures e.g. performing of blood group or blood chemistry testing.
- Perform post analytical activities e.g. writing and recording laboratory findings, dispatching results and indexing records.

Responsibility 2: Develop standard operating procedures

- Document the necessary standard operating procedures.
- Ensure adherence to the standard operating procedures when carrying out procedures.

Responsibility 3: Perform equipment maintenance and stock management

- Perform routine cleaning and temperature charting of the equipment.
- Report on any equipment damage in the occurrence book.
- Ensure there are enough reagents and consumables to perform test/procedures.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patients information

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team in terms of terms of planning, review of policies and setting of guidelines as part of a team.

IV. Working Conditions:

Physical challenges

Nature: Hazards such as carcinogenic chemicals, accidental spills of reagents and chemical burns

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building on biosafety in County hospital laboratories

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Medical Laboratory Sciences or any other equivalent			
Professional Qualifications / Membership to professional bodies			
Registered by the Kenya Medical Laboratory Technicians and Technologists Board			
Previous relevant work experience required			
The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Laboratory Technologist II**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	National TB Reference Laboratory
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Medical Laboratory Technologist
Direct reports:	N/A

Job Purpose

To ensure that the Ministry of Health achieves quality health care through diagnosis, surveillance and provision of external quality assurance services.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out microbiological analysis of patients samples

- Receive and record patient samples in the registers.
- Inform patients on proper sample collection.
- Transfer patient samples to the respective branches for analysis.
- Analyse patient samples and record the results in the dispatch forms.
- Dispatch patient results after analysis for clinical management.

Responsibility 2: Prepare and store reagents

- Weigh reagents to ensure that they are of the right quantity.
- Carry out quality control to check the quality of the stains.
- Ensure proper storage of reagents.

Responsibility 3: Handle blood and blood products

- Ensure proper recruitment of donors.
- Carry out proper grouping of the blood before issuing for clinical management.
- Carry out proper screening of blood and blood products.

- Ensure proper storage of blood for future use.

Responsibility 4: Decontaminate working benches

- Ensure proper decontamination of reagents.
- Ensure proper storage of decontaminating reagents.

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on scheduling work activities.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building in the Counties

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Services or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered by the Kenya Medical Laboratory Technicians and Technologists Board

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a subordinate position for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Knowledge of Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Policy implementation • Oral/ written communication • Administrative	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Medical Laboratory Technologist III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratories
Section / Unit:	National TB Reference Laboratory
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Medical Laboratory Technologist
Direct reports:	N/A

Job Purpose

To ensure that the Ministry of Health achieves quality health care through diagnosis, surveillance and provision of external quality assurance services.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out microbiological analysis of patients samples

- Receive and record patients' samples in the registers.
- Inform patients on proper sample collection.
- Transfer patients' samples to the respective branches for analysis.
- Analyse patient samples and records the results in the dispatch forms.
- Dispatch patients' results after analysis for clinical management.

Responsibility 2: Prepare and store reagents

- Weighs reagents to ensure that they are of the right quantity.
- Carry out quality control to check the quality of the stains.
- Ensure proper storage of reagents.

Responsibility 3: Handle blood and blood products

- Ensure proper recruitment of donors.
- Carry out proper grouping if the blood before issuing for clinical management.
- Carry out proper screening of blood and blood products.

- Ensure proper storage of blood for future use.

Responsibility 4: Decontaminate working benches

- Ensure proper decontamination of reagents.
- Ensure proper storage of decontaminating reagents

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of patient records

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on scheduling work activities.

IV. Working Conditions:

Physical challenges

Nature: Burns from chemicals, exposure to bio hazards, exposure to unknown chemicals

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: Capacity building in the Counties

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory Services or any other equivalent qualification

Professional Qualifications / Membership to professional bodies

Registered by the Kenya Medical Laboratory Technicians and Technologists Board

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• World Health Organization(WHO), National Environmental Management Authority (NEMA) and Kenyan and East African Standards from Kenya Bureau of Standards(KEBS) • Kenyan laws such as; Foods, Drugs and Chemical Substances Act 1965(CAP 254), Psychotropic Substances Act CAP 245, Evidences Act CAP 80, Sexual Offences Act 2006, Environmental Management Control Act (NEMA) • Knowledge of machines as trained by Organization of prohibition of Chemical weapons (OPCW) through Verifin • Good communication • Self-drive and commitment to duty	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Medical Laboratory Technologist II- Field**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	National Blood Transfusion Services
Section / Unit:	N/A
Location / Work station:	Regional Blood Transfusion Centre
Reporting Relationships	
Reports to:	Senior Medical Laboratory Technologist
Direct reports:	Medical Technologist I and II
Job Purpose	
To provide safe blood for all in an equitable, efficient and effective manner towards improving human health and quality of life in Kenya.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Recruit blood donors • Recruit blood donors. • Select donors and labels blood bags and vaccuttomous • Collect blood from donors and update regular donor cards. **Responsibility 2: Store blood** • Arrange blood according to the SOPs. • Make sure the temperature of the fridge is according to the SOPs 4 – 6 degrees. **Responsibility 3: Process blood** • Screen blood for HIV and HBV. • Group blood into the respective group. • Preparation of components e.g. platelets and packed cells. • Prepare fresh frozen plasma. **Responsibility 4: Sort and dispatch blood** • Sort the safe blood according to the blood group.	

- Dispatch safe blood to different hospitals.
- Discard unsafe blood that cannot be used for transmission.
- Dispatch and give donor cards to institutions.
- Deliver appreciation letters to institutions and corporates.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of centrifuges, Eliza washer machine, freezer, weighing scale, computer, office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of screening results, donor register, blood distribution register, components register, temperature chart

D. Any other

Daily maintenance of machine charts

III. Decision Making:

The role makes decisions for the team in terms of right donor selection, safe blood for transfusion, component preparation for example platelet preparation, clotted blood.

IV. Working Conditions:

Physical challenges

Nature: Needle prick injury, exposure to infections from contaminated blood

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: To collect blood

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Medical Laboratory

Professional Qualifications / Membership to professional bodies			
Registered member of the Kenya Medical Laboratory Technician and Technologists Board			
Previous relevant work experience required			
The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Public Health Act (Cap 242) • Good knowledge in the field of specialisation • Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations		• Ability to get on well with a diverse workforce • Ability to take instructions • Ability to care for resources • Ability to follow procedures and policies	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Director of Public Health**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Promotive and Preventive Health Services
Division:	Environmental Health
Section / Unit:	Public Health
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Deputy Director, Public Health
	Head, Sanitation and Water Safety Unit
	Head, Food Safety and Quality Unit
	Head Port Health and Quarantine Services Unit
	Head, Occupational Health and Safety Unit
	Head, Vector and Vermin Control Unit
	Head, Pollution Control and Climate Change Unit

Job Purpose

To ensure that Ministry of Health achieves its mandate through formulating policies, regulations, guidelines, standards and capacity building for assessing, preventing, controlling and managing environmental health risk factors.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate, implement, interpret and review public health policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes

- Plan and convene consultative technical meetings in the development of public health standards.
- Coordinate stakeholders in the development of environmental sanitation and hygiene policies, strategies, guidelines and action plans.
- Coordinate the development of terms of reference for consultancies in all areas of public health.

- Guide and coordinate the preparation of proposals for resource mobilisation from development partners for development of policies, standards guidelines and procedures.
- Oversee validation fora for the development of policies, guidelines and strategies.
- Ensure the dissemination of policies, guidelines, strategies and standards.

Responsibility 2: Oversee public health projects and programmes in consultation with relevant departments and other stakeholders

- Liaise with other departments and stakeholders in enlisting their participation in public health projects and programmes.
- Oversee the planning and operation of technical working groups on public health projects and programmes.
- Provide policy direction to technical working groups on water, sanitation and hygiene including waste management and vermin and vector control.
- Plan and coordinate the environmental sanitation and hygiene Interagency Coordinating Committee (ICC).
- Initiate public health priority projects.
- Facilitate the performance of boards and councils assigned to the division.
- Ensure the development of modern information communication technology in the provision of public health services.
- Mobilise resources and fostering collaboration and partnerships with bilateral and multilateral agencies in support of public health programmes.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Ensure compliance to Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances Act (Cap 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health

- Coordinate and convene national stakeholder fora on health laws.
- Appraise reports on law enforcement to assess compliance.
- Ensure the review and amendment of relevant public health related laws.
- Coordinate development of new regulations as stipulated in the existing public health laws and other related legislations.
- Coordinate the dissemination of developed regulations and standards to the county governments for implementation.
- Oversee enforcement of public health laws especially in all points of entry.

- Oversee the development of guidelines for development management of public and private mortuaries, cemeteries and crematoria.
- Represent the Principal Secretary in statutory, regulatory, research, standards and other relevant coordinating bodies.

Responsibility 2: Evaluate public health projects and programmes

- Develop and implement strategic and work plans.
- Ensure planning and budgeting for the division.
- Coordinate the development of monitoring and evaluation tools of public health projects.
- Coordinate and backstop in the preparation of log frames for specific projects and programmes.
- Oversee the implementation of annual work plans and indicators.
- Provide technical back stopping to county governments in development of plans on environmental sanitation and hygiene.

Responsibility 3: Oversee the enforcement of International Health Regulations (IHR) and Rules

- Advise on adoption of IHR core capacities which include natural legislation, policy and financing, coordination and national focal point communication, surveillance of Public Health Events of International Concern (PHEIC) and response to PHEIC where mechanisms are established and functioning.
- Ensure preparedness at national and hospital levels; Risk communication where policy and procedures for public mechanisms are in place.
- Ensuring optimal human resource capacity is maintained; ensure existence capacity to detect and respond to zoonotic events; ability to ensure food safety, chemical events and radiation emergencies with capacity to cause PHEIC.
- Coordinate the assessment of IHR core capacities, mobilise resources to support IHR activities and monitors their implementation.
- Plan and coordinate training of health workers on International Health Regulations (IHR).
- Coordinate the timely reporting of public health events of international concern (PHEIC).
- Link with national and international agencies and enlist support for the implementation of national legislation, IHR and World Health Assembly (WHA) resolutions

II. Operational Responsibilities

Responsibility 1: Coordinate the Capacity building of national and county governments on environmental health programs

- Oversee the identification of training needs and integrating them in learning institutions.
- Develop training tools e.g. curriculum and manuals for Universities and Colleges..
- Conduct review and reflection meetings for purposes of capacity building.
- Facilitate the inculcating of innovation and modern technology in the provision of public health services.
- Participate in human resource meetings such as ministerial advisory committee, ministerial training committee.
- Sensitize public health officers on emerging and re-emerging public health events and corruption prevention.

Responsibility 2: Coordinate operational research conducted by stakeholders

- Ensure the identification of research gaps by stakeholders and technical units.
- Mobilise required resources for research purposes.
- Coordinate prioritization of research thematic areas by stakeholders to avoid duplication of efforts.
- Coordinate baseline surveys, mid-term and end term evaluation of environmental health programmes.
- Coordinate dissemination and implementation of research findings.

Responsibility 3: Coordinate cross-sectoral collaboration

- Guide and chair Technical Working Groups (TWGs) in Environmental Health in development of policies and guidelines.
- Coordinate advocacy on public health issues.
- Develop timely responses to parliamentary questions and enquiries (INFOSAN, WTO-SPS, PHEIC, and Port Health Automated Process).
- Attend international stakeholder meetings food safety, water and sanitation, chemical safety, tobacco and substance abuse, emerging issues of public health concerns.
- Participate in development of collaboration agreements and MOUs.
- Coordinate linkage of public health issues relevant to other sectors.
- Enhance capacity building initiatives to address issues impacting health outcomes such as climate change and disasters.

Responsibility 4: Coordinate performance management for the division

- Oversee capacity building and performance management in the division.
- Ensure development of units work plans and individual work plans.
- Negotiate and set performance targets with staff.
- Provide support for implementation of set targets.
- Evaluate staff performance quarterly, mid-term and end –term and recommend sanctions or rewards accordingly.

Responsibility 5: Manage personnel

- Provide technical guidance to human resource unit on recruitment of technical staff.
- Coordinate placement of interns, and coaching and mentoring of new employees under environmental health.
- Conduct in-depth investigation of staff discipline cases.
- Coordinate public health human resource issues (transfers, promotion, training, staff requirement projections).

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management and allocation of budget for the Directorate for Operations and from Development Partners for programmes and development projects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of assets allocated to it such as desktop computer, printer, fridge, telephone, water dispenser, office furniture, vehicles.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safety and custody of the following documents, office confidential files, confidentiality of official information, medical certificates and food hygiene license

D. Any other

N/A

III. Decision Making:

The role makes decisions for the department in terms of staff issues, resources allocation, policy development and implementation

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for capacity building, technical guidance, policy dissemination, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Postgraduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognised institution

OR

- Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognised institution
- Master's degree in Environmental Health, Public Health, Epidemiology, food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education and Solid Waste

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**

• Knowledge of public health regulatory, standards and legal issues • Resource management • Driving for outcomes • Establishing strategic direction • Leading change • Building organisational capability • Policy development • Risk management • Effective communication • Policy and strategy implementation • Strategic people management • Public service focus • Delivery of quality results	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Public Health**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Promotive and Preventive Health Services
Division:	Environmental Health
Section / Unit:	Public Health
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Public Health
Direct reports:	Head, Sanitation and Water Safety Unit
	Head, Food Safety and Quality Unit
	Head Port Health and Quarantine Services Unit
	Head, Occupational Health and Safety Unit
	Head, Vector and Vermin Control Unit
	Head, Pollution Control and Climate Change Unit
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through assisting the Director of Public Health in formulating policies, regulations, guidelines, standards and capacity building to assess, prevent, control and manage environmental health risk factors.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Coordinate implementation of statutory provisions, standards and other relevant legislations on public health; (Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances Act (Cap 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health) • Assist in coordinating and convening national stakeholder fora on health laws. • Assist the Director in appraising reports on law enforcement to assess compliance on the said statutory provisions and standards. • Supervise the review and amendment of relevant public health related laws on need basis.	

- Manage the dissemination of developed regulations and standards to the national and county governments for implementation.
- Supervise enforcement of public health laws especially in all points of entry such as airports, border points etc.
- Oversee the development of guidelines for management of public and private mortuaries, cemeteries and crematoria.

Responsibility 2: Develop and policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes

- Coordinate the formulation and convening of technical working groups to develop policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes.
- Review current policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes to inform any existing gap.
- Manage public health policy, capacity building and implementation in the national and county governments on promotive and preventive health programmes.
- Supervise monitoring and evaluation of public health policy implementation to ensure compliance and participate in proving feedback to relevant implementing agencies.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Oversee public health projects and programmes in consultation with relevant departments and other stakeholders

- Liaise with other departments and stakeholders in enlisting their participation in public health projects and programmes.
- Plan and chair technical working groups on public health projects and programmes.
- Assist the Director in providing policy direction to technical working groups on water, sanitation and hygiene including waste management and vermin and vector control.
- Assist the director in planning and coordination of the Environmental Sanitation and Hygiene Interagency Coordinating Committee (ICC).
- Initiate public health priority projects with relevant key stakeholders e.g. development partners, other line ministries.
- Assist the Director in ensuring smooth operations of boards and councils assigned to the division.
- Initiate the development of modern information communication technology in the provision of public health services.

- Monitor and evaluate public health projects and programmes nationally.

Responsibility 2: Day to day management of the division

- Assist the Director to coordinate, prepare and implement work plans, budgets and procurement plans for the department.
- Coordinate the preparation of log frames for specific projects and programmes.
- Assist the Director in the provision of technical guidance county governments in development of plans on environmental health.

Responsibility 3: Oversee the enforcement of International Health Regulations (IHR) and Rules

- Manage the assessment of IHR core capacities in all POE to ensure compliance
- Supervise the training of health workers in all POE on International Health Regulations (IHR).
- Coordinate the mobilization of resources to support IHR activities from key stakeholders.
- Coordinate the monitoring of implementation of IHR activities nationally.
- Assist the Director in ensuring timely reporting of PHEIC when they occur.
- Coordinate linkages with national and international agencies to support. implementation of national legislation, IHR and World Health Assembly (WHA) resolutions.

II. Operational Responsibilities

Responsibility 1: Capacity build national and county governments on environmental health programs

- Identify training needs on public health in learning institutions nationally and advise the Director accordingly
- Coordinate the development of training tools and quality assurance e.g. curriculum and manuals.
- Participate in human resource meetings such as Ministerial Advisory Committee, Ministerial Training Committee.
- Sensitizes public health officers on emerging and re-emerging public health events and corruption prevention.

Responsibility 2: Identify public health research needs

- Ensure the identification of research gaps by stakeholders and technical units, mobilise required resources and guide on prioritization of research thematic areas by stakeholders to avoid duplication of efforts.

- Coordinate baseline surveys, mid-term and end term evaluation of environmental health programmes.
- Coordinate dissemination and implementation of research findings nationally.

Responsibility 3: Coordinate cross-sectoral collaboration

- Guide and chair Technical Working Groups (TWGs) in Environmental Health in development of policies and guidelines.
- Coordinate advocacy on public health issues to the general public.
- Develop timely responses to parliamentary questions and enquiries (INFOSAN, WTO-SPS, PHEIC, and Port Health Automated Process).
- Attend international stakeholder meetings food safety, water and sanitation, chemical safety, tobacco and substance abuse, emerging issues of public health concerns.
- Participate in development of collaboration agreements and MOUs.

Responsibility 4: Manage the performance appraisal process

- Ensure development of units and individual work plans
- Negotiate and set performance targets for subordinate officers.
- Provide support for implementation of set targets.
- Evaluate staff performance quarterly, mid-term and end –term and recommend sanctions or rewards accordingly.

Responsibility 5: Provide quality assurance for Public Health Officers and Technicians

- Provide technical guidance to human resource unit on recruitment of technical staff.
- Coordinate placement of interns and coaching and mentoring of employees under environmental health.
- Conduct investigations of staff disciplinary cases.
- Manage transfers, promotion, training, staff requirement projections).

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of desktop computers, printer, fridge, telephone, office furniture and fittings

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of Medical certificates, food hygiene license, power of entry

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team around policy implementation, allocation of duties, timelines and an evaluation of performance with an impact of rewards and sanctions.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, technical guidance, policy dissemination, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Postgraduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognised institution

OR

- Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognised institution.
- Master's degree in Environmental Health, Public Health, Epidemiology, food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education and Solid Waste

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution

- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 18 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Adaptability • Communicating effectively • Planning and organising • Resource management • Technical competence • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director, Public Health**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division	Environmental Health
Section / Unit:	N/A
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Deputy Director Public Health
Direct reports:	Assistant Director, Public Health
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through assisting the Director of Public health in formulating policies, regulations, guidelines, standards and capacity building to access, prevent, control and manage environmental health risk factors	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Development of policies • Formulate, interpret and review Public Health policies, guidelines, standards and procedures • Assist the deputy director and the director in domesticating international instruments (treaties, conventions, protocols and agreements) relevant to public health. • Ensure dissemination of policies, guidelines and training materials to counties and key public health actors both in private and public sector. Conducting operational research to identify areas with gaps which are not ad equality addressed with existing policies • Convene meetings to address policy gaps and to initiate process of developing policy • Mobilize resources both human and financial to support policy development	

- Organize stakeholders meetings for endorsement of policies
- Disseminate policies to counties

II. Managerial / Supervisory Responsibilities

Responsibility 1: Enforcement of statutory provision

- Assist in reviewing existing public health statutory provisions as well as participate in development of new statutory instruments to respond to public health needs.
- Assist in developing and reviewing of regulations to guide implementation of statutory provisions affecting public health.
- Disseminate statutory provisions and regulations made to the counties.
- Monitor, evaluate and report implementation of statutory provisions and other legal instruments relevant to public health

Responsibility 2: Coordination of public health programmes

- Foster collaboration and partnership with bilateral and multilateral agencies in support of Public Health Programmes
- Plan and ensure implementation of promotive and preventive health programs including monitoring and evaluation of the same in collaboration with counties and other relevant departments Liaising with relevant departments and other stakeholders in the implementation of Public Health projects and programmes.
- Assist the deputy director and the director in convening interagency coordinating committees relevant to public health department
- Coordinate Development, implementation and monitoring of interagency coordinating committee work plans

Responsibility 3: Monitoring and evaluation

- Develop monitoring and evaluation indicators for each thematic areas
- Staff performance appraisals and evaluation
- Performance contracting
- Coach and mentor public health staff

III. Operational Responsibilities

Responsibility 1: Statutory obligations

- Respond to complains on enforcement and addressing challenges.
- Work closely with Attorney General's office in preparation and development of affidavits and responses to cases in which the ministry has been sued and where the ministry has sued.

- Work closely with the office of the prosecutor to train and gazette Public Health prosecutors
- Liaise with counties on monthly basis to obtain reports on status of implementation of legal provisions
- Attending and participating in national, regional and international meetings where legal frames, regulations, statutory instruments, conventions and protocols affecting public health are discussed, negotiated and agreed upon.

Responsibility 2: : Coordination of public health programmes

- Participate in coordination meetings of public health programs.
- Conduct staff appraisal and deployment into public health programs.
- Assist the director in responding to operational issues touching on programs.
- Develop work plans for programs.
- Monitor and evaluate programs.

Responsibility 3:Monitoring and evaluation

- Develop monitoring and evaluation indicators in each thematic area
- Attend monthly and quarterly performance review meetings
- Provide reports to the ministry on monthly and quarterly basis.
- Provide feedback where necessary to counties and partners implementing public health activities
- Appraise technical staff using performance targets and achievements quarterly and annually.

Job Dimensions:

I. Financial Responsibility:

The role is not an AIE holder and is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the Division in terms of policy implementation, timelines, budget allocation, resource allocation, daily/weekly reporting

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling:

Nature: To provide technical support to counties and also outside the country to benchmark and to attend conferences and meetings

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Postgraduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognised institution

OR

- Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognised institution.
- Master's degree in Environmental Health, Public Health, Epidemiology, food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education and Solid Waste

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

- Certificate in strategic Leadership Development Programme lasting not less than six weeks.

Previous relevant work experience required.

Required to have 15 year(s) of cumulative relevant experience and have served in the directly subordinate position for a minimum three (3) years or in an equivalent and relevant position in the Public Service

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organizing • Resource management • Technical competence • Project planning and management • Problem Solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams • Computer literacy • Visionary	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Director, Public Health**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division	Environmental Health
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director, Public Health
Direct reports:	Principal Public Health Officer
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through assisting the Director of Public health in formulating policies, regulations, guidelines, standards and capacity building to access, prevent, control and manage environmental health risk factors	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1:Develop policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes • Monitor the enforcement and implementation of statutory provisions and other relevant legislations on public health. • Set standards and guidelines in the provision of public health services • Review and formulate relevant Policies and guidelines • Disseminate policies, guideliines, strategies and standards	
II. Managerial / Supervisory Responsibilities	
Responsibility 1:Oversee public health projects and programmes in consultation with relevant departments and stakeholders • Carry out needs assessment and allocation of resources equitably • Identify indicators of measurement	

- Establish technical working groups at National and County levels and development of their TORs
- Support the Director ,Public health in chairing the Technical working groups
- Coach and mentor staff

Responsibility 2: Enforcing international health regulations and rules

- Port health services
- Quarantine services
- Capacity building of county officers on international health matters

Responsibility 3:organising forums with relevant partners and agencies in support of public health programmes

- Prepare proposals for resource mobilisation
- Advocacy for public health initiatives
- Holding global and national awareness and advocacy events

Responsibility 4:Planning and budgeting

- Develop strategic plans, quarterly and annual work plans
- Develop and implement performance targets and contracts

III. Operational Responsibilities

Responsibility 1: Resource mobilisation and preparation of budget plans for public health programmes in consultation with other players.

- Plan and budget for the departmental resources.
- Prepare proposals for resource mobilisation.

Responsibility 2: Integrating modern information communication technology in the department

- Online Monitoring and evaluation of the implementation of public health projects and programmes.
- Development of online reporting tools.
- Capacity building national and county officers on ICT.

Responsibility 3:Creating new knowledge for improvement of public health Programmes

- Carry out operational research on public health needs.
- Disseminate research findings and consumption of the same in practice.
- Coordinate baseline surveys, midterm and end term evaluation of environmental health programmes.

Job Dimensions:
I. Financial Responsibility:
The role is not an AIE holder neither does it control budgets.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Safeguards **Desktop computers, printers, photocopiers, water dispensers** B. Land N/A C. Records, data, information, confidential information N/A D. Any other The role is to ensure quick retrieval of the information as and when required.: these are stored in a manner that they can be easily retrieved for use
III. Decision Making:
The role makes decisions for self and team.
IV. Working Conditions
Physical Challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling:** Nature: To provide technical support to counties and also outside the country to benchmark and to attend conferences and meetings Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

- Postgraduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognised institution

OR

- Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognised institution.
- Master's degree in Environmental Health, Public Health, Epidemiology, food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education and Solid Waste

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council
- Certificate in strategic Leadership Development Programme lasting not less than six weeks.

Previous relevant work experience required.

Required to have 12 year(s) of cumulative relevant experience and have served in a directly subordinate for a minimum three (3) years or in an equivalent and relevant position in the Public Service

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organizing • Resource management • Technical competence • Project planning and management • Problem Solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Leading teams	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

• Computer literacy • Visionary	• Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Public Health Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Promotive and Preventive Health Services
Division:	Environmental Health
Section / Unit:	Food Safety and Quality
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director Public Health
Direct reports:	Chief Public Health Officer
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through assisting the Director of Public Health in formulating policies, regulations, guidelines, standards and capacity building to assess, prevent, control and manage environmental health risk factors that can potentially affect adversely the health of present and future generations.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Implement statutory provisions, standards and other relevant legislations on public health; (Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances Act (Cap 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health) • Coordinate and convene national stakeholder fora on health laws. • Assist the Deputy Director of Public Health in appraising reports on law enforcement to access compliance with the statutory provisions and standards. • Undertake review and draft amendment of relevant public health related laws on need basis. • Participate in development of new regulations as stipulated in the existing public health laws and other related legislations on need basis. • Disseminate the developed regulations, standards and amendments to the national and county governments for implementation.	

- Enforce public health laws especially in all points of entry such as airports and border points.
- Participate in development of guidelines for management of public and private mortuaries, cemeteries and Crematoria.

Responsibility 2: Develop and implement policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes

- Convene technical working groups to develop policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes.
- Review current policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes to inform any existing gap.
- Manage public health policy, capacity building and implementation in the national and county governments on promotive and preventive health programmes.
- Monitor and evaluate of public health Policy implementation to ensure compliance and participates in proving feedback to relevant implementing agencies.

Responsibility 3: Oversee public health projects and programmes in consultation with relevant departments and other stakeholders

- Liaise with other departments and stakeholders in enlisting their participation in public health projects and programmes.
- Plan and chair technical working groups on public health projects and programmes.
- Assist the Director in providing policy direction to technical working groups on water, sanitation and hygiene including waste management and vermin and vector control.
- Assist the Director in planning and coordination of the Environmental Sanitation and Hygiene Interagency Coordinating Committee (ICC).
- Initiate public health priority projects with relevant key stakeholders e.g. development partners, other line ministries.
- Assist the Deputy Director in ensuring smooth operations of boards and councils assigned to the division.
- Initiate the development of modern information communication technology in the provision of public health services.
- Monitor and evaluate public health projects and programmes nationally.

Responsibility 4: Day to day management of the food and safety unit

- Prepare and implement work plans, budgets and procurement plans for the department.
- Prepare log frames for specific projects and programmes.
- Assist the Deputy Director in the provision of technical guidance to county governments in development of plans on environmental health.

Responsibility 5: Oversee the enforcement of International Health Regulations (IHR) and Rules

- Assess IHR core capacities in all POE to ensure compliance.
- Train health workers in all POE on International Health Regulations (IHR).
- Mobilize resources to support IHR activities from key stakeholders.
- Coordinate the monitoring of implementation of IHR activities nationally.
- Assist the Deputy Director in ensuring timely reporting of PHEIC when they occur.
- Link with national and international agencies to support implementation of national legislation, IHR and World Health Assembly (WHA) resolutions.

II. Operational Responsibilities

Responsibility 1: Capacity building of national and county governments on environmental health programs

- Identify training needs on public health in learning institutions nationally and advises the director accordingly.
- Develop training tools and quality assurance e.g. curriculum and manuals.
- Participate in human resource meetings such as Ministerial Advisory Committee, Ministerial Training Committee.
- Sensitizes Public Health Officers on emerging and re-emerging public health events and corruption prevention.

Responsibility 2: Identify public health research needs

- Ensure the identification of research gaps by stakeholders and technical units, mobilise required resources and guide on prioritization of research thematic areas by stakeholders to avoid duplication of effort.
- Undertake baseline surveys, mid-term and end term evaluation of environmental health programmes.
- Disseminate and implement of research findings nationally.

Responsibility 3: Cross-sectoral collaboration

- Participate in Technical Working Groups (TWGs) in Environmental Health in development of policies and guidelines.

- Advocate public health issues to the general public.
- Draft responses to parliamentary questions and enquiries (INFOSAN, WTO-SPS, PHEIC, and Port Health Automated Process).
- Attend international stakeholder meetings food safety, water and sanitation, chemical safety, tobacco and substance abuse, emerging issues of public health concerns.
- Participate in development of collaboration agreements and MOUs.

Responsibility 4: Manage the performance appraisal process

- Develop units and individual work plans.
- Negotiate and set performance targets for subordinate officers.
- Provide support for implementation of set targets.
- Evaluate staff performance quarterly, mid-term and end –term and recommend sanctions or rewards accordingly.

Responsibility 5: Provide quality assurance for Public Health Officers and Technicians

- Assist the Deputy Director in development of technical guidance to human resource unit on recruitment of technical staff.
- Coach and mentor interns and coaching and mentoring of employees under environmental health.
- Conduct investigations of staff disciplinary cases.
- Assist the Deputy Director Public health in management of human resource issues (transfers, promotion, training, staff requirement projections).

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of desktop computers, printer, fridge, telephone, office furniture and fittings

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of medical certificates, books, and food hygiene licence books

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team around policy implementation, allocation of duties, timelines and an evaluation of performance with an impact of rewards and sanctions.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, technical guidance, policy dissemination, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Environmental Health or Public Health from a recognised instituition

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Public Health Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Public Health Officer
Direct Reports	Senior Public Health Officers - Heads of Points of Entry (Airports, Ports and Ground Crossings)
Job Purpose	
To ensure that the Ministry of Health achieves its mandate through the formulation and overseeing the implementation of policies, guidelines and standards for the prevention of transmission of diseases and other conditions through points of entry.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Implement, promote and prevent health programmes • Provide technical support to Port Health Officers to conduct surveillance on public health events of international concern. • Provide required supplies needed for screening and vaccination of International travellers. • Share information on global disease trends with staff at points of entry to ensure they are prepared to respond to any threats. • Provide standard operating procedures, protocols and tools for surveillance activities. **Responsibility 2: Monitor compliance to urban and rural sanitation standards in dwellings, commercial premises and work places** • Disseminate laws and guidelines for inspection of buildings within and around Ports of Entry. • Provide guidelines for prevention and control of environmental pollution in the workplace. • Provide technical support to law enforcement to ensure compliance to standards.	

- Provide guidelines on vetting and approval of building plans.

Responsibility 3: Monitor the management of solid, liquid and other hazardous waste

- Provides Ports Waste Management guidelines and standard operating procedures on handling waste to personnel.
- Review reports from Points of Entry and provides feedback on gaps.
- Ensure work plans for Points of Entry have incorporated waste management strategies.
- Provide advise on waste management conveyance vehicles and appropriate disposal sites.

Responsibility 4: Ensure safety and quality of food and water for both domestic and industrial use

- Provide guidelines and standards for safe food and water.
- Provide sampling equipment for both water and food.
- Support analysis of procured food and water samples from Points of Entry.
- Facilitate dissemination of food and water analysis results to all points of entry.
- Provides technical support to all points of entry on legal proceedings where necessary.
- Provide water purification chemicals to the Points of Entry.

Responsibility 5: Carry out surveillance on environmental health pollution

- Support personnel at Points of Entry to mark the key sources of pollutants.
- Coordinate the provision of equipment for sampling, for example, those for testing air to determine pollution levels.
- Provide guidelines and standards for control of environmental pollution.
- Provide technical support for any legal undertaking.
- Provide training on sampling and identification of pollutants.
- Provide the whole sampling process from taking samples, analysis of samples and dissemination of results.

II. Operational Responsibilities

Responsibility 1: Promote hygiene education

- Standardise and produce education materials and distribute them to all Points of Entry.
- Train personnel at Points of Entry on use of education materials.
- Support personnel at Points of Entry to conduct hygiene education meetings

Responsibility 2: Implement International Health Education and Rules at Ports, Airports and Border Posts

- Initiate domestication of International Health Regulations(IHR) into local Health laws.
- Participate in assessments of core capacity requirements at Points of Entry as stipulated in IHR.
- Facilitate the dissemination of core capacity findings.
- Facilitates the development of IHR implementation guidelines.
- Participate in training of Health Workers at Points of Entry on IHR.
- Ensure prompt reporting of public health events at all points of entry.
- Ensure implementation of World Health Assembly resolutions at all points of entry.

Responsibility 3: Liaise with stakeholders in carrying out disaster preparedness and response

- Coordinate preparation of Public Health emergence plans at all Points of Entry.
- Provide supplies required for emergence response activities.
- Ensure personnel at all points of entry participates in stakeholders meetings on disaster preparedness and emergence response.
- Ensure that the public health emergency response plan is incorporated in the integrated plans of the Points of Entry.
- Advocate for resources to support emergence response plans.

Responsibility 4: Compiling research on public health

- Provide ICT Infrastructure to all Points of Entry.
- Ensure that all collected data is analysed.
- Facilitate sharing of analysed information among different Points of Entry.
- Support the dissemination of analysed information to other levels.

Responsibility 5: Promote Modern Information and Communication Technology in the Provision of Public Health Services

- Train Health Workers in the use of modern information and communication technology.
- Provide a platform for information management among different Points of Entry.
- Ensure Points of Entry adapt electronic processing of import and export health certificates.
- Ensure there is adequate ICT Equipment at all Points of Entry.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible and accountable for the safety and custody of office equipment allocated to it such as Desktop computer, printer, Telephone, filing cabinet and office furniture B. Land N/A C. Records, data, information, confidential information The role is responsible for the safe custody and access to performance reports, Unit work plans, import/export health certification. D. Any other N/A
III. Decision Making:
The role makes decisions for the Unit in terms of staff deployment, resource allocation, reporting and evaluation of performance.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: The role travels out of station to carry out monitoring and evaluation at Points of Entry Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in Environmental Health or Public Health
Professional Qualifications / Membership to professional bodies
• Certificate in Computer Applications from a recognized institution

- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council
- Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of International Health Regulations • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Public Health Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Environmental Health
Section / Unit:	Port Health
Location / Work station:	JKIA
Reporting Relationships	
Reports to:	Chief Public Health Officer
Direct reports:	Public Health Officer

Job Purpose

To assist the Ministry of Health achieve its mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental health risk factors

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Provide environmental health extension services

- Identify environmental health issues at community level.
- Assess health needs at community level.
- Coordinate sanitation and hygiene programmes in the community.

Responsibility 2: Conduct training for public health needs

- Sensitise community on food and water measures.
- Train on public health issues to community own resources persons (CORPS), Community Based Health Workers (CHWS) and Community Health Committee (CHCS)
- Trains on continuous professional development.

Responsibility 3: Implement environmental health programmes and projects

- Initiate community based health care programs.
- Collect water and food samples for bacteriological and chemical analysis.

- Implement integrated mosquito control and other public health strategies on vector and vermin control.

Responsibility 4: Coordinating immunisation programmes

- Mobilise communities for the immunisation uptake.
- Mobilise stakeholders for advocacy.
- Implement vaccination during the immunisation campaigns.
- Carry out disease surveillance, prevention and control.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture, computers and electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in environmental health or public health
Professional Qualifications / Membership to professional bodies
• Certificate in Computer Applications from a recognized institution • Member of the Association of Public Health Officers – Kenya • Registered by the Public Health Officer's Council
Previous relevant work experience required
The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the Public Health Act Cap 242 • Knowledge of the International Health Regulations 2005 • Knowledge of the Food, Drugs and Chemical Substances Act Cap 254 • Knowledge of the Tobacco Control Act 2009 • Knowledge of the Malaria Prevention Control Act Cap 246 • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Public Health Officer- Field**
Job Group:	L
Ministry:	Ministry of Health
State Department	Ministry of Health
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Moi International Airport – Mombasa
Reporting Relationships	
Reports to:	Chief Public Health Officer
Direct reports:	Public Health Officers
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by providing preventive and promotive services through food quality control, sanitation, water quality control, emergency preparedness at the airport, disease surveillance and control at the ports of entry.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Provide guidance to subordinates and graduate interns • Provide guidance to subordinates and graduate interns within the sections on their respective duties and responsibilities. • Provide guidance and direction on specific information to ensure understanding of procedures by the respective officers. • Contribute to the appraisal of the performance of subordinates within the section based on the set performance measures and targets. • Ensure the welfare and development of subordinates within the section. • Allocate duties to staff.	
II. Operational Responsibilities	
Responsibility 1: Ensure food quality control • Carry out inspections and certification of food exports. • Carry out inspection and sampling of food imports. • Verify food, drugs and chemical substances at the airport. • Prepare monthly reports on food quality.	

Responsibility 2: Carry out water quality control

- Carry out analysis of water through bacteriological analysis.
- Sample water for chemical analysis at the Government Chemist.
- Prepare monthly reports on water quality.

Responsibility 3: Carry out surveillance and communicable disease control

- Carry out medical examinations and certifications of food handlers.
- Vaccinate travellers against yellow fever.
- Screen incoming international passengers.
- Assist in preparation of health emergencies and response.
- Prepare monthly progress reports.

Responsibility 4: Ensure that sanitation standards are maintained

- Inspect for hygiene of food and other premises.
- Ensure sanitation of the aircrafts.
- Control vectors and rodents.
- Assist in enforcing the relevant laws and regulations.
- Prepare monthly progress reports.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, electronics, computer and fridges

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of vaccination records

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of duty allocation and monthly reporting.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: The role works extended hours

Frequency: Daily

Out of station travelling

Nature: To collect vaccines and other office supplies

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Health Act • Food, drugs and other chemical substances Act • International Health Regulations • Computer applications • Interpersonal • Policy implementation • Oral/ written communication • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Public Health Officer**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Jomo Kenyatta International Airport – Nairobi
Reporting Relationships	
Reports to:	Senior Public Health Officer
Direct reports:	N/A

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent control and manage environmental health risk factors that affect people.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Provide environmental health extension services at the ports of entry

- Mobilise, sensitise and advice communities on matters related to environmental health.
- Hold public barazas through the administration to discuss and identify community health problems.
- Give health talks on technical advice on matters related to environmental health.
- Issue alert advisory through the ministry in case of passengers travelling from countries where communicable diseases are of international concern

Responsibility 2: Assess needs of the community

- Carry out community diagnosis to ascertain health status, water supplies, food supplies and waste management.

- Meet community health resource persons and give feedback.
- Screen passengers and inspect foods to prevent importation of diseases and its sub-standard goods.

Responsibility 3: Implement sanitation and hygiene standards in the ports of entry

- Inspect food and non-food premises to meet the minimum public health requirement.
- Carry out health talks on proper disposal of liquid and solid waste management.
- Foster safe and healthy working conditions at the port of entry.
- Inspect all types of vessels to ensure appropriate sanitary conditions and hygiene standards.
- Carry out food safety measures for both imports and exports.

Responsibility 4: Sensitise community on food and water safety measures

- Carry out health talks on food safety measures of imports.
- Coordinate integrated vector management activities.
- Identify the sites of vector/ vermin and rodents in the ports of entry.
- Supervise disinfections carried out by contracted companies.
- Promote the use of insecticides treated materials in all the airports.
- Inspect all public vessels advising on inspection and disinfection of the same.

Responsibility 5: Compile and maintain up to date records of services rendered

- Collects, interpret, analyse and disseminate data.
- Prepare reports of services rendered and keep in safe custody through filling.
- Compile monthly reports and gives feedback reports on generated data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis and planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: Risks such as contracting diseases, noise from air crafts, jet fumes

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude, ability to give and take instructions and to work with minimum supervision • Creativity and innovation • Team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Assistant Public Health Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Jomo Kenyatta Airport
Reporting Relationships	
Reports to:	Assistant Director Public Health Officer
Direct reports:	Chief Assistant Public Health Officers

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Organising and controlling of activities in the unit

- Development of work plans
- Define goals and set objectives for the department
- Implement objectives and measure outputs and outcomes
- Carry out coaching and performance appraisal of staff in the unit
- Identify training needs assessment and forward to the ministerial training team
- Schedule and allocate duties to officers

II. Operational Responsibilities

Responsibility 1: Monitor and evaluate management of solid and liquid wastes

- Quantify solid and liquid wastes
- Ensure proper storage, collection and disposal of waste
- Ensure timely response on waste related injuries

Responsibility 2: Implementation of international health regulations and rules

- Identify events of international public health importance
- Vaccinate international travellers
- Carry out disease surveillance at ports, airports, frontiers and border points
- Procure and manage vaccines

Responsibility 3: Carry out disaster preparedness and response

- Prepare disaster preparedness and response plans
- Prepare an inventory of possible disasters emergencies and disasters
- Carry out drills
- Carry out resource mobilisation for possible response

Responsibility 5: Compiling and analysing public health data and reports

- Promote modern use of communication and information technology
- Carry out data analysing and reporting
- Ensure data sharing and dissemination

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Computers, vehicles, motorbikes, furniture, file cabinets and medical equipment

B. Land

N/A

C. Records, data, information, confidential information

Morbidity and mortality data and personnel files

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of team in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Works extended hours when in the field

Frequency: Adhoc

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health or an equivalent qualification from a recognised institution.

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Managerial and administrative • Interpersonal • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

Approvals

	Name	Signature	Date

Head of Department			
HR Representative			

Job Title:	**Chief Assistant Public Health Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Water Safety Sanitation and Hygiene Promotion
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Assistant Public Health Officer
Direct reports:	Assistant Public Health Officers
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Coordination and organisation of activities in the unit • Schedule and allocate duties to the respective officers • Organise for support supervision and field trips • Organise for stakeholders meetings • Carry out training needs analysis of staff through assessments • Carry out continuous reconciliation of assets, equipment's and commodities **Responsibility 2: Developing of work plans** • Define goal setting strategy • Set out targets and objectives • Implement targets and objectives • Measure outputs and outcomes	
II. Operational Responsibilities	

Responsibility 1: Implement preventive and promotive health programmes

- Carry out hygiene and sanitation promotion activities
- Promote safety and quality food for the public
- Promote safe and quality water for domestic and industrial use
- Carry out prevention and control of disease incidents and outbreaks
- Enforcement of sanitation standards in commercial premises, work places, waste storage and collection

Responsibility 3: Implementation of international health regulations and rules

- Identify events of international public health importance
- Vaccinate international travellers
- Carry out disease surveillance at ports, airports, frontiers and border points
- Procure and manage vaccines

Responsibility 4: Carry out disaster preparedness and response

- Prepare disaster preparedness and response plans
- Prepare an inventory of possible disasters emergencies and disasters
- Carry out drills
- Carry out resource mobilisation for possible response

Responsibility 5: Compiling and analysing public health data and reports

- Promote modern use of communication and information technology
- Carry out data analysing and reporting
- Ensure data sharing and dissemination

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Computers, vehicles, motorbikes, furniture, file cabinets and medical equipment

B. Land

N/A

C. Records, data, information, confidential information

Morbidity and mortality data and personnel files

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of team in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Works extended hours when in the field

Frequency: Adhoc

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health or an equivalent qualification from a recognised institution

Professional Qualifications / Membership to professional bodies

- c

Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Managerial and administrative	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment

• Interpersonal • Managing performance • Computer literacy	• Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Public Health Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	JKIA
Reporting Relationships	
Reports to:	Chief Assistant Public Health Officer
Direct reports:	Assistant Public Health Officer I
Job Purpose	
To ensure that the ministry of health achieves its overall mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial / Supervisory Responsibilities	
Responsibility 1:Identify environmental health issues at the community • ..Educate communities on healthy lifestyle and nutrition. • Coordinate sensitization and hygiene promotion of the community. • Proper waste disposal methods.	

Responsibility 2: Sensitizing the community on food and water safety measures

- Compliance with standards for food and water.
- Sampling for analysis (Chemicals and bacteriological tests).
- Educate community on sources of pollution of food and water sources.

Responsibility 3: Training of community based workers and committees

- Train community resource persons on public health.
- Initiate community based health care programmes.

Responsibility 4: Proper collection and disposal of solid wastes in markets

- Compliance by waste handlers on safe storage.
- Acceptable collection techniques providing spillage.
- Appropriate disposal methods in place.
- Education on work related injuries on handling waste.

Responsibility 5: Disease surveillance and prevention measures

- Relevant training to staff on international notifiable disease detection.
- Provide supplies for screening and vaccination.
- Technical support to staff for surveillance of public health emergencies..
- Mobilize communities in childhood immunizable disease campaign.

III. Operational Responsibilities

Responsibility 1: Surveillance on environmental health pollutants in water/food

- Provide training of staff on identification of pollutants in foods.
- Sanitary inspection of food premises to identify sanitization failure.

Responsibility 2: Coordinating immunization programmes

- Safe storage of vaccines to ensure their potency.
- Defaulter tracing to increase immunization coverage.
- Sensitize communities on importance of immunization.

Responsibility 3: Training of public health trainees on core mandates

- Schedule of activities and developing workplans.
- Train on intergrated mosquito control.
- Strategies of insect vector, pest control.

Responsibility 4: Assessment of health needs of the community

- Carry out a community diagnosis to identify health needs.
- Prioritize needs of the community.

Responsibility 5: Implementing environmental health programmes and projects

- Adoption of evidence based health interventions to health issues.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authorized to Incur Expenditure (AIE)

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards computers, laptops and printers.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards performance appraisal reports, import and health certificates..

D. Any other

N/A

III. Decision Making:

The role makes decisions for self on

- Working with set timelines.
- Compiling progress reports on public health
- Services and sharing with teams and unit heads
- Monitoring and evaluation of public health services

IV. Working Conditions

Physical Challenges

Nature: Supportive supervision of staff in volatile insecure areas

Frequency: Yearly

Working at non-standard hours

Nature: To perform tasks don't access.

Frequency: Monthly

Out of station travelling:

Nature: To the field

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Diploma in Environmental Health or Public Health from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required.

Required to have 9 year(s) of cumulative relevant experience and have served in the subordinate role for a minimum three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Policy implementation • Oral/written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Public Health Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Jomo Kenyatta International Airport – Nairobi
Reporting Relationships	
Reports to:	Senior Assistant Public Health Officer
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide environmental health extension services at the ports of entry • Mobilise, sensitise and advice communities on matters related to environmental health. • Hold public barazas through the administration to discuss and identify community health problems. • Gives health talks on technical advice on matters related to environmental health. • Issue alert advisory through the ministry in case of passengers travelling on communicable diseases on international concern. **Responsibility 2: Carry out immunizations at the ports of entry** • Carry out health education on immunisable diseases at the port of entry. • Make sure that data collection tools are available. • Screen passengers arriving through the port of entry and vaccinate others as need be.	

- Ensure that vaccines are available and safely stored in the port health facility.
- Sensitise passengers coming from and going to endemic countries.

Responsibility 3: Implement sanitation and hygiene standards in the ports of entry

- Inspect food and non-food premises to meet the minimum public health requirement.
- Carry out health talks on proper disposal of liquid and solid waste management.
- Foster safe and healthy working conditions at the port of entry.
- Inspect all types of vessels to ensure appropriate sanitary conditions and hygiene standards.
- Carry out food safety measures for both imports and exports.

Responsibility 4: Implement vector, vermin and rodent control measures in the port of entry.

- Coordinate integrated vector management activities.
- Identify the sites of vector/ vermin and rodents in the ports of entry.
- Supervise disinfections carried out by contracted companies.
- Promote the use of insecticides treated materials in all the airports.
- Inspect all public vessels advising on inspection and disinfection of the same.
- Ensure hygiene of food premises.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: Risks such as contracting diseases, noise from air crafts, jet fumes

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting and planning • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Public Health Officer I - Field**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Moi International Airport – Mombasa
Reporting Relationships	
Reports to:	Senior Assistant Public Health Officer
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by preventing the introduction of quarantine diseases into the country through ship clearance, inspection of imports and exports.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Ensure environmental sanitation within the port and its environs • Carry out inspection of poor drainage systems • Ensure clearance of solid waste within the port and ships. • Identify mosquito breeding sites within the ports. **Responsibility 2: Control of vector and vermin within the port** • Carry out inspections to identify harbourages of insects and rodents. • Ensure spraying of the port t ensure against adult mosquitoes and cockroaches. • Ensure prevention of the breeding of rodents within the port. • Ensure Report on these activities on a continuous basis. **Responsibility 3: Control imports and exports within the port** • Carry out inspections on containers carrying imports and coming through the ports. • Carry out inspections on containers carrying export and coming through the ports. • Clear cargo online using KENTRADE.	

- Ensure analysis of samples collected from imports and exports by authorised laboratories.

Responsibility 4: Carry out shipping clearance (inspection of incoming vessels)

- Board all incoming vessels coming through from the port to confirm their contents.
- Screen passengers and crews from endemic areas.
- Collect water samples from the vessels for testing.

Responsibility 5: Carry out food quality control within the port

- Carry out inspections of containers with food items.
- Collect samples for analysis.
- Seize unfit food stuff at the port of entry.
- Ensure hygiene of food premises.

Responsibility 6: Ensure water quality control at the port

- Carry out inspection of water sources and points within the port.
- Collect water samples from taps, tanks and ships.
- Transport samples to laboratories.

Responsibility 7: Carry out vaccination of international travellers

- Order for required vaccines from the stores.
- Collect vaccines from DVI and maintain the cold chain.
- Administer vaccinations to travellers.
- Issue vaccination certificates to travellers.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of laptop, office furniture and vacuum fridge

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of online clearance cargo

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: Contracting diseases and hazards from chemicals being used

Frequency: Daily

Nature: Risks of falling into the sea water

Frequency: Quarterly

Nature: Hazards from chemicals being used

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce

• Problem solving • Target setting • Delivery on work plans • Proactive	• Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Public Health Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Preventive and Promotive Health Services
Division:	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	Jomo Kenyatta International Airport – Nairobi
Reporting Relationships	
Reports to:	Senior Assistant Public Health Officer
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Mobilise, sensitise and advice communities on matters related to environmental health at ports of entry • Carry out port health services and implementation of international health regulation. • Sensitize the community to make their health priority to ensure a healthy community by controlling spread of infectious diseases. • Provide the community wiwth information on emerging and re-emerging diseases. • Advise the community to report any signs or symptoms of any infectious diseases of international concern for further investigations. **Responsibility 2: Identify environmental health issues as port of entry** • Carry out routine health sanitary inspection and reporting to immediate supervisors. • Carry out water safety and quality control. • Ensure proper management of both liquid and solid wastes at points of entry. **Responsibility 3: Organise community (port of entry) health days to advice the community on common public issues.**	

- Update the community on guidelines on occupational health and safety.
- Provide technical advice at work places.
- Train the community at the ports of entry on health promotions.

Responsibility 4: Assess health collecting and mentoring up to date records of services rendered

- Screen passengers from affected countries.
- Collect information from health facilities within ports of entry on cases of different disease/conditions.

Responsibility 5: Implement vector, vermin, mosquito and rodent control measures

- Conduct surveys to map the vector, rodents and vermin distributions to access their breeding sites.
- Coordinate integrated vector and vermin control/management.
- Conduct operational research for the control of vector borne diseases
- Promote and implement the use of insecticides, treated nets and other vector, vermin and rodents insects control strategies.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: Risks such as contracting diseases, noise from air crafts, jet fumes

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			
Job Title:	**Assistant Public Health Officer III**		
Job Group:	H		
Ministry:	Ministry of Health		
State Department	N/A		
Department	Preventive and Promotive Health Services		
Division:	Environmental Health		
Section / Unit:	Port Health Services		
Location / Work station:	Wilson Airport – Nairobi		
Reporting Relationships			
Reports to:	Senior Assistant Public Health Officer		
Direct reports:	N/A		
Job Purpose			
To ensure that the Ministry of Health achieves its overall mandate by implementing policies regulations and standards in order to prevent control and manage environmental health risk factors that affect people.			
Key Responsibilities / Duties			
I. Managerial/ Supervisory Responsibilities			
N/A			
II. Operational Responsibilities			
Responsibility 1: Mobilise, sensitise and advice communities on matters related to environmental health at ports of entry • Carry out port health services and implementation of international health regulations. • Sensitize the community to make their health a priority and to ensure a healthy community by controlling spread of infectious diseases. • Provide the community information on emerging and re-emerging diseases. • Advise the community to report any signs or symptoms of any infectious diseases of international concern for further investigations. **Responsibility 2: Identify environmental health issues as port of entry** • Carry out routine health sanitary inspection and reporting to immediate supervisors. • Carry out water safety and quality control. • Ensure community strategy approach in disease control is well implemented. **Responsibility 3: Organise community (port of entry) health days to advice the community on common public issues**			

- Update the community on guidelines on occupational health and safety.
- Provide technical advice at work places.
- Train the community at the ports of entry on health promotions.
- Screen passengers from affected countries.
- Collect information from health facilities within ports of entry on cases of different disease/conditions.

Responsibility 4: Implement vector, vermin, mosquito and rodent control measures

- Conduct surveys to map the vector, rodents and vermin distributions to access their breeding sites.
- Coordinate integrated vector and vermin control/management.
- Conduct operational research for the control of vector borne diseases.
- Promote the use of insecticides, treated nets and other vector, vermin and rodents insects control strategies.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties such as environmental sanitation, planning for water sampling and analysis, planning on inspection of food within the port.

IV. Working Conditions:

Physical challenges

Nature: Risks such as contracting diseases, noise from air crafts, jet fumes

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Environmental Health or Public Health

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required

The role is an entry level position

Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Public Health Assistant**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Environmental Health
Section / Unit:	Public Health
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Chief Public Health Assistant
Direct reports:	Public Health Assistant I
Job Purpose	
To assist the Ministry of Health achieve its mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental risk factors that affect people.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Provide environmental health extension services • Identify environmental health issues at community level. • Assess health needs at community level. • Coordinate sanitation and hygiene programmes in the community. • Mobilise, sensitise and advice communities on matters related to environmental health. **Responsibility 2: Conduct training for public health needs** • Sensitise community on food and water measures. • Train on public health issues to Community Own Resources Persons (Corps), Community Based Health Workers (CHWS) and Community Health Committee (CHCS). • Train on continuous professional development. **Responsibility 3: Implement environmental health programmes and projects** • Initiate community based health care programs.	

- Collect water and food samples for bacteriological and chemical analysis
- Implement integrated mosquito control and other public health strategies on vector and vermin control.

Responsibility 4: Coordinate immunisation programmes

- Mobilise communities for the immunisation uptake.
- Mobilise stakeholders for advocacy.
- Implement vaccination during the immunisation campaigns.
- Carry out disease surveillance, prevention and control.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture, computers and electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Hazards such as communicable diseases

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Medical camps and examination of food handlers

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications
Certificate in Public Health Technology or Environmental Health Science
Professional Qualifications / Membership to professional bodies
• Certificate in Computer Applications from a recognized institution • Member of the Association of Public Health Officers – Kenya • Registered by the Public Health Officer's Council
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of the Public Health Act Cap 242 • Knowledge of the International Health Regulations 2005 • Knowledge of the Food, Drugs and Chemical Substances Act Cap 254 • Knowledge of the Tobacco Control Act 2007 • Knowledge of the Malaria Prevention Control Act Cap 246 • Interpersonal • Policy implementation • Oral/ written communication • Administrative	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Public Health Assistant I**
Job Group:	J
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	JKIA
Reporting Relationships	
Reports to:	Senior Public Health Assistant
Direct reports:	Public Health Assistant II and III
Job Purpose	
To ensure that the ministry of health achieves its overall mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial / Supervisory Responsibilities	
N/A	
III. Operational Responsibilities	
Responsibility 1: Provide Environmental Health Extension Services • Mobilize the community on environmental health issues. • Community sensitization on health related issues. • Advice the community on health matters.	

Responsibility 2: Referring health cases to relevant health facilities

- Contact tracing.
- Identify and refer defaulters.
- Refer infants yet to be immunized.
- Refer expectant mothers to ANC.

Responsibility 3: Identifying environmental health issues at homeholds/community

- Routine sanitary infections.
- Home based care services.
- Contact tracing. Health talks.
- Public Health campaigns.

Responsibility 3: Carrying out immunization

- Carry out immunization as per KEPL schedule.
- Provide booster doses on immunization days.
- Vaccinate target groups during outbreaks.

Responsibility 4: Sensitizing community on food/water safety

- Draw and submit food/water samples.
- Coordinate the analysis of submitted samples.
- Address the health need of the community.
- Collect/maintain records of analysis results.

Job Dimensions:
I. Financial Responsibility:
The role is not an Authorized to Incur Expenditure (AIE)
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards mobile phones, gumboots, umbrella, motorcycle, reflector jackets, heavy duty, gloves.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards hospital records, statutory notices, food handlers inventory, health declaration forms.

D. Any other

N/A

III. Decision Making:

The role makes decisions for self

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: Almost routine

Frequency: Daily

Out of station travelling:

Nature: To the field

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Environmental Health or Public Health from a recognized institution.

Professional Qualifications / Membership to professional bodies





- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required.

Required to have 6 year(s) of cumulative relevant experience and have served in the subordinate role for a minimum three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal relations • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Public Health Assistant II**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	JKIA
Reporting Relationships	
Reports to:	Public Health Assistant I
Direct reports:	N/A
Job Purpose	
To ensure that the ministry of health achieves its overall mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial / Supervisory Responsibilities	
N/A	
III. Operational Responsibilities	
Responsibility 1: Provide Environmental Health Extension Services • Community mobilization on health related issues. • Community sensitization on health related issues. • Advice the community on health matters. **Responsibility 2: Referring health cases to relevant health facilities** • Contact tracing.	

- Identify and refer defaulters.
- Refer infants yet to be immunized.
- Refer expectant mothers to ANC.

Responsibility 3: Identifying environmental health issues at homeholds/community

- Routine sanitary infections.
- Home based care services.
- Contact tracing. Health talks.
- Give health campaigns.

Responsibility 4: Carrying out immunization

- Carry out immunization as per KEPL schedule.
- Provide booster doses on immunization days.
- Vaccinate target groups during outbreaks.

Responsibility 5: Assessing Health needs of the community

- Carry out community diagnosis.
- Carry out prevalence studies.
- Maintain up to date records.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authorized to Incur Expenditure (AIE)

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards mobile phones, gumboots, umbrella, motorcycle, reflector jackets, heavy duty and gloves.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards hospital records, statutory notices, food handlers inventory, health declaration forms.

D. Any other

N/A

III. Decision Making:

The role makes decisions for self on action to take when carrying out daily activities.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: According to the situation

Frequency: Adhoc

Out of station travelling:

Nature: To the field

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Environmental Health or Public Health from a recognized institution

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required.

Required to have 3 year(s) of cumulative relevant experience and have served in the subordinate role for a minimum three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Good communication • Interpersonal relations • Records management • Self-drive and commitment to duty • Team player	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

• Client service support and public relations • Disaster management • Ability to follow procedures and policies	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Public Health Assistant III**
Job Group:	G
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division	Environmental Health
Section / Unit:	Port Health Services
Location / Work station:	JKIA
Reporting Relationships	
Reports to:	Public Health Assistant I
Direct reports:	N/A
Job Purpose	
To ensure that the ministry of health achieves its overall mandate by implementing policies, regulations and standards in order to prevent, control and manage environmental health risk factors that affect people.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial / Supervisory Responsibilities	
N/A	
III. Operational Responsibilities	
Responsibility 1: Provide Environmental Health Extension Services • Community mobilization on health related issues. • Community sensitization on health related issues. • Advice the community on health matters. **Responsibility 2: Referring health cases to relevant health facilities** • Contact tracing.	

- Identify and refer defaulters.
- Refer infants yet to be immunized.
- Refer expectant mothers to ANC.

Responsibility 3: Identifying environmental health issues at house health level

- Routine sanitary infections.
- Home based care services.
- Contact tracing.
- Give health campaigns.

Responsibility 4: Organizing community health days

- Advice communities on common public health issues.
- Give health talks.
- Conduct health campaigns.

Responsibility 5: Collect and maintain up to date records of services rendered

- Keep records.
- Regular update of health records.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authorized to Incur Expenditure (AIE)

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards mobile phones, gumboots, umbrella, motorcycle, reflector jackets, heavy duty, laptops and gloves.

B. Land

N/A

C. Records, data, information, confidential information

Safeguards hospital records, statutory notices, food handlers inventory, health declaration forms.

D. Any other

N/A

III. Decision Making:

The role makes decisions for self on action to take when carrying out daily activities.

IV. Working Conditions

Physical Challenges

Nature: Accidents and physical challenges while working in the community.

Frequency: Adhoc

Working at non-standard hours:

Nature: During health campaigns, accessing interior parts of the community where vehicles don't access.

Frequency: Ad hoc

Out of station travelling:

Nature: To the field

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Environmental Health or Public Health from a recognized institution

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognized institution
- Member of the Association of Public Health Officers – Kenya
- Registered by the Public Health Officer's Council

Previous relevant work experience required.

The role is an entry position.

Functional Skills	Behavioural Competencies/Attributes
• Good communication • Interpersonal relations • Records management • Self-drive and commitment to duty • Team player	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

• Client service support and public relations • Disaster management • Ability to follow procedures and policies	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Director, Nutrition and Dietetics**
Job Group:	S
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Family Health
Section / Unit:	Nutrition and Dietetics
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head Division of Family Health
Direct reports:	Deputy Director Nutrition and Dietetics
Job Purpose	
To support the overall achievement of the Ministry of Health's mandate by developing and reviewing national policies, guidelines and legislations related to nutrition and dietetics services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Policy formulation, implementation, interpretation and reviewing of nutrition and dietetics policies, guidelines, standards and strategies • Provide leadership in the development and review of current nutrition and dietetics policies, guidelines and legislations in order to identify gaps. • Develops proposal for Government funding for developing policies, dissemination, monitoring and evaluation and mobilising additional resources from development partners where necessary. • Develops policies, guidelines and legislations on gaps identified in order update the practice of nutrition and dietetics nationally. • Coordinate the dissemination and capacity building of policies, standards and guidelines to health workers, industry and other relevant stakeholders. • Coordinate the monitoring and evaluation on the implementation of policies, standards and guidelines to health workers, industry and other relevant stakeholders and takes action where necessary. • Ensure that national nutrition and dietetics reports are developed quarterly. • Provide guidance on implementation of various programs and projects for nutrition as a right to children and the right to quality food for all Kenyans.	

- Coordinate the implementation of the National Policy for Food Security in conjunction with other Ministries and partners by chairing the Nutrition Inter Agency Coordination Committee and all program technical committees within the unit.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Provide technical guidance of nutrition and dietetics services

- Ensure that technical information that guides the profession of nutritionist and dietetics is readily available to health workers.
- Ensure that nutrition and dietetics quality assurance measures are put in place to ensure effective service delivery.
- Ensure continued review of food composition tables for use by professionals nationally in formulation of diets.
- Advise the Director of Medical Services, Principal Secretary and Cabinet Secretary on issues to do with nutrition and dietetics.

Responsibility 2: Provide leadership in research on nutrition trends and other emerging issues

- Coordinate partners to conduct operational research in nutrition.
- Monitor national nutrition indicators by participating in the Kenya Demographic and Health Surveys, National Micronutrient deficiency Surveys, Long and Short Rains Assessments and food consumption patterns.
- Generate National Nutrition reports using Health Information Systems and compiles reports from Counties on nutrition.

Responsibility 3: Day to day management and coordination of the nutrition and dietetics unit

- Carry out quarterly performance appraisals for subordinate officers.
- Allocate and schedule duties for officers in the unit at the headquarters.
- Recommend for promotion and disciplinary action all nutrition and dietetics officers at the national level.
- Identify training needs and skills gaps at the national level for nutrition and dietetics officers and forward to human resources for approval.
- Manage resources in the nutrition and dietetics unit and ensures effective and efficient utilisation of the same.
- Mentors and coaches nutrition and dietetics officers deployed to various projects and programmes at national level.

- Ensure that other units such as HIV, TB, and non-communicable disease have integrated nutrition into their annual work plans.

III. Operational Responsibilities

Responsibility 1: Registrar of Nutritionists and Dieticians Council formed under the Nutritionists and Dieticians Act

- Coordinate the review of national applications for registration by nutritionists and dieticians
- Participate in the Board meetings for the Kenya Nutritionists and Dieticians Institute

Responsibility 2: Secretary to the Infant And Young Child Feeding Committee under the Breast Milk Substitute Act

- Plan for the quarterly meetings of the committee chaired by the Director of Medical Services.
- Develop reports on the implementation of the Breast Milk Substitutes Act.
- Coordinate monitoring of the violations of the Act by professionals, industry and marketers and recommends for action to be taken where gaps are identified.
- Develop annual reports to World Health Organisation (WHO) on implementation of breast milk substitute progress.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for a budget of KES 800 million from donors for the nutrition and dietetics unit.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of five (5) unit vehicles, laptops and electronic accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe keeping and general custodianship of Nutrition surveys, performance reports and food composition data

D. Any other

N/A

III. Decision Making:

- The role makes decisions for the unit in policy implementation, timelines, scheduled duties, recruitment and promotion of staff, budgetary allocation and resource allocation for various projects

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings, trainings and supervising counties

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public Health and Epidemiology

Professional Qualifications / Membership to professional bodies

- Registered with the Kenya Nutritionist and Dieticians Institute
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

- The role requires 21 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge Of Food Security and Nutrition Policy, Breast Milk Substitute Act, Mandatory Food Fortification Regulation and Nutritionists and Dieticians Act • Resource management	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation

• Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Risk management • Effective communication • Policy and strategy implementation • Strategic people management • Public service focus	• Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Director, Nutrition and Dietetics**
Job Group:	P
Ministry / Corporation:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Family Health
Section / Unit:	Nutrition and Dietetics
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director Nutrition and Dietetics
Direct reports:	Principal Nutrition and Dietetics Officer
Job Purpose	
To support the overall achievement of the Ministry of Health's mandate by developing and reviewing national policies, guidelines and legislations related to nutrition and dietetics services.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Policy implementation, interpretation and reviewing of nutrition and dietetics guidelines and standards • Develop policies, guidelines and legislations on gaps identified in order update the practice of nutrition and dietetics nationally. • Assist in the dissemination and capacity building of policies, standards and guidelines to health workers, industry and other relevant stakeholders. • Participate in the monitoring an evaluation on the implementation of policies, standards and guidelines to health workers, industry and other relevant stakeholders and takes action where necessary. • Provide guidance on implementation of various programs and projects for nutrition as a right to children and the right to quality food for all Kenyans. **Responsibility 2: Provide technical guidance of nutrition and dietetics services** • Ensure that technical information that guides the profession of nutritionists and dietetics is readily available to health workers. • Ensure that nutrition and dietetics quality assurance measures are properly put in place to ensure effective service delivery.	

Responsibility 3: Provide leadership in research on nutrition trends and other emerging issues

- Coordinate partners to conduct operational research in nutrition.
- Assist in monitoring national nutrition indicators by participating in the Kenya Demographic and Health Surveys, National Micronutrient Deficiency Surveys, Long and Short Rains Assessments and food consumption patterns.

II. Operational Responsibilities

Responsibility 1: Carry out nutrition advocacy

- Mobilise resources from development partners and other key stakeholders for nutrition programs.
- Create nutrition awareness in the community and the institutions through channels such as media and walks.
- Ensure adoption and translation of Information, Education and Communication (IEC) nutrition materials in the institutions.

Responsibility 2: Manage personnel and nutrition equipment

- Carry out performance appraisal of subordinate officers in the unit.
- Identify training needs and skills gaps in the unit at the institution and forwards to approvers.
- Schedule and allocate duties to subordinate Nutrition Officers at the institution.
- Mentor and train Nutrition Interns and newly employed nutrition staff.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of five (5) unit vehicles, laptops and electronic accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe keeping and general custodianship of Nutrition surveys, performance reports and food composition data

D. Any other

N/A

III. Decision Making:
The role makes decisions for the unit in terms of timelines for work, scheduled duties, recruitment and promotion of staff, budgetary allocation and resource allocation for various projects.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Meetings, trainings and supervising counties Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Masters of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public Health and Epidemiology
Professional Qualifications / Membership to professional bodies
• Registered with the Kenya Nutritionist and Dieticians Institute • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
• The role requires 12 years of relevant cumulative experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge on Food Security and Nutrition Policy, Breast Milk Substitute Act, Mandatory Food Fortification Regulation and Nutritionists And Dieticians Act	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities

• Resource management • Coaching/ managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Influencing, persuasion and negotiation • Risk management • Effective communication • Policy and strategy implementation • Strategic people management • Stakeholder focus	• Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Nutrition and Dietetics Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Family Health
Section / Unit:	Nutrition and Dietetics
Location / Work station:	National Spinal Injury and Referral Hospital
Reporting Relationships	
Reports to:	Medical Superintendent
Direct reports:	Senior Nutrition and Dietetics Officer
Job Purpose	
To contribute to the overall mandate of the Ministry of health by coordinating the implementation of nutrition and dietetics services that promote preventive and curative health in the health institutions.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Coordinate and supervise nutrition activities • Monitors and evaluate the implementation of nutrition and dietetics programmes. • Attend monthly Health Management Committee meetings. • Document and compile reports on a daily, weekly and monthly basis on the nutrition unit. • Guide the nutrition management of patients in the specialised clinics including tuberculosis, HIV/AIDS, diabetes, cancer, renal clinics and maternal and child health clinic. • Develop annual work plans and procurement plans. • Ensure proper utilisation of resources in the nutrition unit in the institution. **Responsibility 2: Develop, disseminate nutrition information, education, promotion and communication materials** • Develop and disseminate nutrition information for use in the institution and the community. • Capacity build health workers and the community on nutrition programmes/ interventions.	

- Conduct nutritional research and facilitate training on nutrition in various training institutions.

Responsibility 3: Carry out nutrition advocacy

- Mobilise resources from development partners and other key stakeholders for nutrition programs.
- Create nutrition awareness in the community and the institutions through channels such as media and walks.
- Ensure adoption and translation of Information, Education and Communication (IEC) nutrition materials in the institutions.

Responsibility 4: Manage personnel

- Carry out performance appraisal of subordinate officers in the unit.
- Identify training needs and skills gaps in the unit at the institution and forwards to approvers.
- Schedule and allocate duties to subordinate Nutrition Officers at the institution.
- Mentor and train Nutrition Interns and newly employed nutrition staff.

II. Operational Responsibilities

Responsibility 1: Conduct nutrition assessments and reviews in health care facilities

- Ensures that patients' anthropometric measurements have been taken and interpreted so as to have a nutrition diagnosis/ nutrition health problem.
- Evaluate the patients' dietary habits and social economic status to establish patients' lifestyle.
- Ensure that biochemical assessments have been carried out on patients to establish factors such as lipid profile and haemoglobin levels.
- Guide patients on various nutrition interventions as per the diagnosis and make referrals for complex cases.

Responsibility 2: Develop, implement and review nutrition care plans

- Attend major and minor ward rounds to give reports of patients to the health team managing patient.
- Develop and provide therapeutic diets for existing and emerging disease conditions in the health institutions.
- Prescribe partial and total parenteral feeds and give guidance on administration for example the infusion period.
- Conduct nutrition reviews, education and counsel to patients in the health institution.

- Guide the catering staff on meal planning, menu planning and meal service for patients.
- Ensure that family conferences are held to provide smooth transition for patients after discharge from the hospital.
- Provide home based care programmes and follows up on patients after discharge.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Anthropometric equipment's such as paraplegic weighing scale, height boards, MUAC tapes, computer and accessories office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of nutrition data and patient information

D. Any other

N/A

III. Decision Making:

The role makes decisions for the nutrition and catering team at the institution in policy implementation, allocation of duties and timelines.

IV. Working Conditions:

Physical challenges

Nature: Occupational hazards-lack of protective gear, poor disposal of waste endangering staff, interacting with human persons with intense suffering, exposure to health risks such HIV, Tuberculosis and other communicable disease when handling patients in the ward

Frequency: Daily

Working at non-standard hours

Nature: The role works on call

Frequency: Daily

Out of station travelling

Nature: Rehabilitate patients

Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in Nutrition and Dietetics, Food and Nutrition and Dietetics, Dietetics/ Clinical Nutrition, Food Science or Home Economics
Professional Qualifications / Membership to professional bodies
• Registered with the Council of the Institute of Nutritionists and Dieticians Institute • Certificate in Senior Management Course not lasting less than four (4) weeks • Certificate in Computer application
Previous relevant work experience required
The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge in Nutritionists and Dieticians Act 2007, Public Health Act Cap 242, Foods Drugs and Chemical Substance Act Cap 254 and the Breast Milk Substitute Act 2012 • Interpersonal • Policy implementation • Oral/ written communication • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Nutrition and Dietetics Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Family Health
Section / Unit:	Nutrition and Dietetics
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Chief Nutrition and Dietetics Office
Direct reports:	Nutrition and Dietetics Officer

Job Purpose

To contribute to the overall mandate of the Ministry of health by coordinating the implementation of nutrition and dietetics services that promote preventive and curative health in the health institutions.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Develop and disseminate nutrition information, education, promotion and communication materials

- Develop and disseminate nutrition information for use in the institution and the community.
- Capacity builds health workers and the community on nutrition programmes/ interventions.
- Conduct nutritional research and facilitates training on nutrition in various training institutions.
- Ensures adoption and translation of Information, Education and Communication (IEC) nutrition materials in the institutions.

II. Operational Responsibilities

Responsibility 1: Conduct nutrition assessments and reviews in health care facilities

- Ensures that patients' anthropometric measurements have been taken and interpreted so as to have a nutrition diagnosis/ nutrition health problem.
- Evaluate the patient's dietary habits and social economic status to establish patient's lifestyle.

- Ensure that biochemical assessments have been carried out on patients to establish factors such as lipid profile and haemoglobin levels
- Guide patients on various nutrition interventions as per the diagnosis and make referrals for complex cases.

Responsibility 2: Develop, implement and review nutrition care plans

- Attend major and minor ward rounds to give reports of patients to the health team managing patient.
- Develop and provide therapeutic diets for existing and emerging disease conditions in the health institutions.
- Prescribe partial and total parenteral feeds and give guidance on administration for example the infusion period.
- Conduct nutrition reviews, education and counsel to patients in the health institution.
- Guide the catering staff on meal planning, menu planning and meal service for patients.
- Ensure that family conferences are held to provide smooth transition for patients after discharge from the hospital.
- Provide home based care programmes and follows up on patients after discharge.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Anthropometric equipment's such as paraplegic weighing scale, height boards, MUAC tapes, computer and accessories office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of nutrition data and patient information

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Nutrition and Dietetics, Food and Nutrition and Dietetics, Dietetics/ Clinical Nutrition, Food Science or Home Economics

Professional Qualifications / Membership to professional bodies

- Registered with the Council of the Institute of Nutritionists and Dieticians Institute
- Certificate in Computer Applications

Previous relevant work experience required

The role requires three (3) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge in Nutritionists and Dieticians Act 2007, Public Health Act Cap 242, Foods Drugs and Chemical Substance Act Cap 254 and the Breast Milk Substitute Act 2012 • Interpersonal • Policy implementation • Oral/ written communication • Problem solving	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

• Target setting • Delivery on work plans	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Nutrition and Dietetics Technician**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	Family Health
Section / Unit:	Nutrition and Dietetics
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Chief Nutrition and Dietetics Technician
Direct reports:	Nutrition and Dietetics Technicians

Job Purpose

To contribute to the overall mandate of the Ministry of Health by coordinating the implementation of nutrition and dietetics services that promote preventive and curative health in the health institutions.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Implement and monitor nutrition programmes in the outpatient, inpatient and special clinics at the facility

- Provide clinical nutrition and dietetics services at the facility.
- Advocate for actions that improve the patients' well-being.
- Develop and disseminate nutrition information for use in the institution and the community.
- Capacity build health workers and the community on nutrition programmes/ interventions.
- Conduct nutritional research and facilitate training on nutrition in various training institutions.
- Ensure adoption and translation of Information, Education and Communication (IEC) nutrition materials in the institutions.

II. Operational Responsibilities

Responsibility 1: Conduct nutrition assessments and reviews in health care facilities

- Ensure that patients' anthropometric measurements have been taken and interpreted so as to have a nutrition diagnosis/ nutrition health problem.

- Evaluate the patient's dietary habits and social economic status to establish patient's lifestyle.
- Ensure that biochemical assessments have been carried out on patients to establish factors such as lipid profile and haemoglobin levels.
- Guide patients on various nutrition interventions as per the diagnosis and makes referrals for complex cases.

Responsibility 2: Develop, implement and review nutrition care plans

- Attend major and minor ward rounds to give reports of patients to the health team managing patient.
- Develop and provide therapeutic diets for existing and emerging disease conditions in the health institutions.
- Prescribe partial and total parenteral feeds and give guidance on administration for example the infusion period.
- Conduct nutrition reviews, education and counsel patients.
- Guide the catering staff on meal planning, menu planning and meal service for patients.
- Ensure that family conferences are held to provide smooth transition for patients after discharge from the hospital.
- Provide home based care programmes and follow up on patients after discharge.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Anthropometric equipment's such as paraplegic weighing scale, height boards, MUAC tapes, computer and accessories office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of nutrition data and patient information

D. Any other

N/A

III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in Community Nutrition
Professional Qualifications / Membership to professional bodies
• Registered with the Council of the Institute of Nutritionists and Dieticians Institute • Certificate in Computer Applications
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge in Nutritionists and Dieticians Act 2007, Public Health Act Cap 242, Foods Drugs and Chemical Substance Act Cap 254 and the Breast Milk Substitute Act 2012 • Interpersonal • Policy implementation • Oral/ written communication • Problem solving	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

• Target setting • Delivery on work plans	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Nutrition and Dietetics Officer**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	N/A
Section / Unit:	Nutrition and Dietetics
Location / Work station:	N/A
Reporting Relationships	
Reports to:	Senior Nutrition and Dietetics Officer
Direct reports:	N/A

Job Purpose

To contribute to the overall mandate of the Ministry of Health by coordinating the implementation of nutrition and dietetics services that promote preventive and curative health in the health institutions.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Prepare and implement therapeutic diets for inpatient and outpatient

- Provide clinical nutrition and dietetics services at the facility and home based care for the invalids.
- Advocate for actions that improves the patients' well-being.
- Develop and disseminate nutrition information for use in the institution and the community.
- Capacity build health workers and the community on nutrition programmes/ interventions.
- Conduct nutritional research and facilitates training on nutrition in various training institutions.
- Ensures adoption and translation of Information, Education and Communication (IEC) nutrition materials in the institutions.

II. Operational Responsibilities

Responsibility 1: Conduct nutrition assessments and reviews in health care facilities

- Ensure that patients' anthropometric measurements have been taken and interpreted so as to have a nutrition diagnosis/ nutrition health problem.

- Evaluate the patients' dietary habits and social economic status to establish patients' lifestyle.
- Ensure that biochemical assessments have been carried out on patients to establish factors such as lipid profile and haemoglobin levels.
- Guide patients on various nutrition interventions as per the diagnosis and makes referrals for complex cases.

Responsibility 2: Develop, implement and review nutrition care plans

- Attend major and minor ward rounds to give reports of patients to health team managing patient.
- Develop and provide therapeutic diets for existing and emerging disease conditions in the health institutions.
- Prescribe partial and total parenteral feeds and give guidance on administration for example the infusion period.
- Carry out nutrition reviews, education and counsel patients.
- Guide the catering staff on meal planning, menu planning and meal service for patients.
- Ensure that family conferences are held to provide smooth transition for patients after discharge from the hospital.
- Provide home based care programmes and follow up on patients after discharge.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Anthropometric equipment's such as paraplegic weighing scale, height boards, MUAC tapes, computer and accessories office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of nutrition data and patient information

D. Any other

N/A

III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Clinical Nutrition, Food Science and Nutrition or Home Economics
Professional Qualifications / Membership to professional bodies
• Registered with the Council of the Institute of Nutritionists and Dieticians Institute • Certificate in Computer Applications
Previous relevant work experience required
The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Knowledge in Nutritionists and Dieticians Act 2007, Public Health Act cap 242, Foods Drugs and Chemical Substance Act cap 254 and the Breast Milk Substitute Act 2012 • Interpersonal • Policy implementation • Oral/ written communication • Problem solving • Target setting	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation

• Delivery on work plans	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Nutrition and Dietetics Technician III**
Job Group:	H
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	N/A
Section / Unit:	Nutrition and Dietetics
Location / Work station:	N/A
Reporting Relationships	
Reports to:	Senior Nutrition and Dietetics Technician
Direct reports:	N/A
Job Purpose	
To contribute to the overall mandate of the Ministry of Health by coordinating the implementation of nutrition and dietetic services that promote preventive and curative health in the health institutions.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Conduct nutrition assessments and reviews in health care facilities • Ensure that patient's anthropometric measurements have been taken and interpreted so as to have a nutrition diagnosis/ nutrition health problem. • Evaluate the patient's dietary habits and social economic status to establish patient's lifestyle. • Ensure that biochemical assessments have been carried out on patients to establish factors such as lipid profile, haemoglobin levels. • Guide patients on various nutrition interventions as per the diagnosis to assist in lifestyle disease prevention and management of programs. • Carry out child growth monitoring and promotion activities. • Conduct routine weight monitoring for expectant mothers. **Responsibility 2: Develop, implement and review nutrition care plans** • Attend major and minor ward rounds to give reports of patients to health team managing patient.	

- Develop and provide therapeutic diets for existing and emerging disease conditions in the health institutions.
- Prescribe partial and total parenteral feeds and give guidance on administration for example the infusion period.
- Conduct nutrition reviews, education and counsel patients
- Guide the catering staff on meal planning, menu planning and meal service for patients
- Ensure that family conferences are held to provide smooth transition for patients after discharge from the hospital.
- Provide home based care programmes and follows up on patients after discharge.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of Anthropometric equipment's such as paraplegic weighing scale, height boards, MUAC tapes, computer and accessories office furniture

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of nutrition data and patient information

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Community Nutrition

Professional Qualifications / Membership to professional bodies

- Registered with the Council of the Institute of Nutritionists and Dieticians Institute
- Certificate in Computer Applications

Previous relevant work experience required

The role is an entry level position

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge in Nutritionists and Dieticians Act 2007, Public Health Act cap 242, Foods Drugs and Chemical Substance Act cap 254, and the Breast Milk Substitute Act 2012 • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Medical Parasitologist**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Deputy Chief Medical Parasitologist
Direct reports:	Senior Medical Parasitologist

Job Purpose

To assist the Ministry of Health achieve its overall mandate by facilitating the eradication/ elimination of parasitic infections (diseases) in the country.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and coordinate the parasitology section

- Ensure timely planning of parasitic control surveillance nationally.
- Guide and supervise technical staff to achieve set targets.
- Supervise development of annual operational plan for parasitic infections cutting across counties.
- Appraise staff in the section.
- Coordinate parasitic disease control activities with the government and NGO's.

II. Operational Responsibilities

Responsibility 1: Carry out operational research

- Develop operational research proposals on parasitic disease prevention and control.
- Liaise with stakeholders (County Directors of Health) in implementation of operational research.
- Participate or attend operational research dissemination meetings.
- Compile operational research reports and finding.

Responsibility 2: Resource mobilisation

- Solicit for funds for operational research from partners.

- Liaise with Government and non-governmental partners in implementing research findings.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infections from samples and hazards as well as hazardous chemicals which are carcinogenic

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Monthly

Out of station travelling

Nature: Field surveys

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters of Science in any of the recognised areas of specialisation such as Parasitology And Biology

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of emerging technologies on how to treat parasitic diseases • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethic • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Parasitologist II**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Medical Parasitologist I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by planning, implementation, monitoring and evaluation, surveillance, prevention and control of parasitic and vector borne diseases.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Investigate diseases

- Prepare laboratory materials and equipment for laboratory and field surveys.
- Collect samples using appropriate parasitological techniques.
- Preserve samples for transportation to the laboratory.
- Process and diagnose sampled specimens for appropriate laboratory investigations.
- Records samples appropriately.

Responsibility 2: Control the spread of parasitic diseases

- Prepare chemicals, drugs and other supplies for delivery and distribution to communities and health facilities for parasitic disease control in epidemic areas.
- Participate in training of community health workers and residents on treatment procedures for mass drug administration.
- Participate in community mobilisation for parasitic diseases control interventions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Disease causing agents, biochemicals and poisons

Frequency: Daily

Working at non-standard hours

Nature: The role works extended hours

Frequency: Quarterly

Out of station travelling

Nature: Collecting vectors and parasitic samples

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Zoology, Entomology, Parasitology, Microbiology and Biological Sciences

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks

Previous relevant work experience required

The role is an entry level position

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation	• Organisational, managerial and administrative abilities

• Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Medical Entomologist**
Job Group:	Q
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Deputy Chief Medical Entomologist
Direct reports:	Assistant Chief Medical Entomologists

Job Purpose

To assist the Ministry of Health achieve its overall mandate by conducting surveillance, prevention and control of endemic vector-borne diseases such as Malaria, Lymphatic Filariasis, STH/ Schistosomiasis and Leishmainasis.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Prepare plan of action for disease vectors and reservoirs control and surveillance and implement

- Develop plan of action for disease vectors and reservoirs control and surveillance.
- Order, purchase and manage equipment, reagent and other material for vector activities.
- Coordinate officers in Counties for disease vectors and reservoir surveillance and control.
- Conduct monitoring and evaluation of diseases vector and reservoir surveys mobilisation.
- Liaise with Government and non-governmental organisations for recourse.

Responsibility 2: Carry out operational research

- Prepare proposals and work plans for disease vector and reservoir surveys and control activities
- Supervise and monitor disease vector and reservoir surveys and control activities
- Carry out data entry, management and report writing.
- Publish operational research findings.

II. Operational Responsibilities
N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) N/A B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: Exposed to hazards such as chemicals for analysing specimen Frequency: Daily **Working at non-standard hours** Nature: Works extended hours Frequency: Quarterly **Out of station travelling** Nature: To carry out field surveys Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Masters Degree in Zoology, Entomology, Parasitology, Microbiology and Biological Sciences
Professional Qualifications / Membership to professional bodies
Certificate in Strategic Leadership Development Programme Course not lasting less than six (6) weeks

Previous relevant work experience required	
The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Medical Entomologist**
Job Group:	P
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Malaria Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Deputy Chief Medical Entomologist
Direct reports:	Senior Medical Entomologists

Job Purpose

To assist the Ministry of Health achieve its overall mandate by formulating and reviewing vector borne disease control strategies.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities/ Duties

Responsibility 1: Plan and coordinate vector borne disease surveillance

- Ensure timely planning of disease vector surveillance and control in the Counties.
- Guide and supervise working on vector borne disease surveillance in the Counties.
- Monitor and evaluate disease outbreaks in the Counties to ensure continued surveillance.
- Oversee proper implementation of policy guidelines on diseases, vectors and reservoirs.

Responsibility 2: Carry out pesticide evaluation

- Prepare work plans and protocols for pest evaluation.
- Undertake laboratory and field bioassay on efficacy.
- Prepare reports and recommendations and submit to the Pesticide Control Products Board.

Responsibility 3: Carry out operational research related to vector borne diseases

- Develop proposals for funding from donor partners.
- Liaise with Counties to implement developed vector borne policies.
- Ensure effective dissemination of vector borne policies in the Counties.

• Report on progress being made and findings from various counties.
II. Operational Responsibilities / Duties
N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safe custody of vector surveillance equipment B. Land N/A C. Records, data, information, confidential information The role is responsible for data collected from the Counties on vector borne diseases D. Any other N/A
III. Decision Making:
The role makes decisions for the team in terms of planning on how to carry out scheduled and allocated duties, timelines, reporting and policy implementation.
IV. Working Conditions:
Physical challenges Nature: Exposed to vector borne disease contraction Frequency: Daily **Working at non-standard hours** Nature: The role works extended hours Frequency: Quarterly **Out of station travelling** Nature: The role travels out of station to carry out field surveys Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's Degree in Zoology, Entomology, Parasitology, Microbiology and Biological Sciences
Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • Target setting • Managerial and administrative • Interpersonal • Leading teams • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Medical Entomologist**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Assistant Chief Medical Entomologist
Direct reports:	Senior Medical Entomologists
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by conducting surveillance, prevention and control of endemic vector-borne diseases such as Malaria, Lymphatic Filariasis, STH/ Schistosomiasis and Leishmainasis.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Prepare plans of action and implement • Develop plans of action for disease vectors and reservoirs control and surveillance. • Order, purchase and manage equipment, reagents and other materials for vector activities. • Coordinate officers in Counties for disease vectors and reservoir surveillance and control. • Conduct monitoring and evaluation of diseases vector and reservoir surveys mobilisation. • Liaises with Government and non-governmental organisations for recourse. **Responsibility 2: Carry out operational research** • Prepare proposals and work plans for disease vector and reservoir surveys and control activities. • Supervise and monitor disease vector and reservoir surveys and control activities. • Carry out data entry, management and report writing. • Publish operational research findings.	
II. Operational Responsibilities	

N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) N/A B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical challenges Nature: Exposed to hazards such as chemicals for analysing specimen Frequency: Daily **Working at non-standard hours** Nature: The role works extended hours Frequency: Quarterly **Out of station travelling** Nature: The role travels out of station to carry out field surveys Frequency: Quarterly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in Zoology, Entomology, Parasitology, Microbiology and Biological Sciences
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Medical Entomologist**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control Unit
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Medical Entomologist
Direct reports:	Medical Entomologist II
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by conducting surveillance prevention and control of endemic vector borne diseases such as Malaria, Leishmaniasis, Soil Transmitted Helminths etc.	
Key Responsibilities / Duties /	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Develop a plan of action for disease vectors and reservoirs control and surveillance • Develop the plan of action to be used. • Liaise with governmental and non-governmental organisations for resource mobilisation. • Order, purchase and manage equipment reagents and other materials for vector surveillance and control activities. **Responsibility 2: Plan and supervise of disease control nationally** • Supervise disease vectors and reservoirs control activities and interventions in targeted communities. • Collate and compile quarterly county disease vectors and reservoir reports. **Responsibility 3: Investigate suspected and confirmed outbreaks of vector borne diseases** • Carry out parasitological/ arbovirus confirmation in affected persons. • Match parasitic species found in vectors with that found in patients.	

- Correlates the events leading to outbreaks.

Responsibility 4: Monitor and evaluate disease vector and reservoir surveys

- Supervise field staff during the vector borne surveys.
- Develop monitoring and evaluation tools to be used in field activities
- Conduct periodic reviews and updating of techniques, methodologies and tools used in investigation of vectors and vector borne disease control.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Infectious biological samples, hazardous chemicals and poisons

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours analysing samples and collecting vectors and blood samples

Frequency: Quarterly

Out of station travelling

Nature: To collect samples

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in biological sciences, zoological sciences, entomology and parasitology

Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Director			

Job Title:	**Medical Entomologist II**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department:	Preventive and Promotive Health
Division:	Disease Surveillance and Epidemic Response
Section / Unit:	Vector Borne Disease Control
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Medical Entomologist
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by conducting surveillance, prevention and control of endemic vector-borne diseases such as Malaria, Lymphatic Filariasis, STH/ Schistosomiasis and Leishmainasis.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Conduct epidemiological investigations on disease vectors • Prepare laboratory equipment for surveys. • Collect vector samples using appropriate techniques. • Trap suspected disease reservoirs. • Preserve samples for transportation to the laboratory. • Process and identify sample vectors for appropriate investigations. **Responsibility 2: Monitor and evaluate control of vector borne diseases** • Participate in community mobilisation. • Train community health workers on to control vector borne diseases. • Prepare chemicals, insecticides for distribution in endemic areas. • Develop outbreak warning threshold. • Maintain national database/ archive on vector borne diseases. **Responsibility 3: Evaluate pesticides and rodenticides**	

- Receive pesticides from Pesticide Control and Product Board (PCPB) for efficiency testing
- Carry out field testing of the pesticides.
- Carry out sensitivity and resistance testing of the pesticides.
- Carry out bioassays on bed nets and reporting resistance.
- Report to the PCPB on the suitability of the pesticides in Kenya.

Responsibility 4: Train health workers/ community on vector borne diseases

- Participate in training of trainers for community control of vector borne diseases.
- Develop training materials.
- Train university and college students on vector control principles and practices.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical challenges

Nature: Disease causing agents, biochemicals and poisons

Frequency: Daily

Working at non-standard hours

Nature: Works extended hours

Frequency: Quarterly

Out of station travelling

Nature: Collecting vectors and blood samples

Frequency: Quarterly	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor's Degree in Zoology, Entomology, Parasitology, Microbiology and Biological Sciences	
Professional Qualifications / Membership to professional bodies	
Certificate in Senior Management Course not lasting less than four (4) weeks	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Medical Biochemist**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratory Services
Section / Unit:	Food Safety and Nutrition
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Divisional Head of National Public Health Laboratories
Direct reports:	Medical Biochemist
	Principal Chemist

Job Purpose

To assist the Ministry of Health achieve its mandate by ensuring that foods are tested for safety and nutritional imbalances.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Initiate, formulate, implement and review biochemist policies, strategies, standards and guidelines

- Oversee the review, formulation, implementation of biochemist policies, strategies, standards and guidelines.
- Ensure the participation of the relevant stakeholders in the formulation and review of biochemist policies, strategies, standards and guidelines.
- Ensure that drafted biochemist policies, strategies, standards and guidelines are approved for implementation.
- Ensure that the approved policies, strategies, standards and guidelines are implemented.
- Coordinate the monitoring and evaluation of policy, strategy, standards and guidelines implementation for effectiveness.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Prepare and submit technical reports

- Ensure that technical reports for example on legislative compliance and surveillance are prepared and submitted to the relevant stakeholders on time.

- Ensure that reports are disseminated to the relevant stakeholders on time.

Responsibility 2: Provide leadership in research publications

- Oversee the development of proposals on applied research.
- Ensure that there are adequate resources for applied research activities by forming linkages with stakeholders.
- Ensure the effective implementation of applied research in line with standard guidelines.
- Ensure that reports on research findings are developed and disseminated to the relevant stakeholders.

Responsibility 3: Capacity building

- Form linkages with development partners and other stakeholders for technical capacity building, involving skills development and continuous systems development.
- Form linkages with development partners and other stakeholders in infrastructural capacity building to ensure compliance with International standards.
- Provide technical assistance to Counties laboratories in the testing of foods.
- Provide a learning service to interns and students from tertiary institutions for attachments and exposure.

III. Operational Responsibilities

Responsibility 1:Ensure efficient management of the Food Safety and Nutrition Unit

- Ensure the formulation of strategic and annual work plans for the Unit.
- Ensure the development of the unit's budgets and procurement plans in line with the annual work plan.
- Manage the entire performance contracting and appraisal process.
- Supervises unit staff, systems and activities.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of the office assets allocated to it such as office furniture, computer and accessories and cabinet

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to records and information such as surveillance reports, appraisal reports on staff performance, Staff personal files and Financial reports

D. Any other

N/A

III. Decision Making:

The role makes decisions for team for the Unit in policy implementation, budgeting, resources allocation and timelines.

IV. Working Conditions:

Physical challenges

Nature: Hazards that come with working in a laboratory environment where there are chemicals

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Perform laboratory analysis

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in any of the following Disciplines: Biochemistry, Chemistry or Food Science and Nutrition

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Food, Drugs and Chemical Substances Act (Cap 254) • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Policy and strategy implementation • Problem solving • High standards of professional ethics • Managerial and administrative • Interpersonal • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Medical Biochemist**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratory Services
Section / Unit:	Food Safety and Nutrition
Location / Work station:	National Public Health Laboratories
Reporting Relationships	
Reports to:	Senior Medical Biochemist
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its mandate by performing laboratory duties aimed at preventing and controlling diseases that arise from food contamination and nutrient imbalances.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Carry out nutrient, mycotoxin, molecular, cytological, haematological and immunological analysis on samples • Receive samples from public health officers and other client and record in laboratory registers. • Transfer samples to respective sections for analysis of compliance. • Analyse the samples accordingly and store them for the stipulated period. • Record analysis results in laboratory registers. • Prepare reports for approval by supervisors and clients. **Responsibility 2: Maintain laboratory standards** • Clean and sterilise laboratory glassware and surfaces. • Check storage of reagents and note expiry dates. • Prepare reagents as per set standards. • Prepare laboratory requirements, stock forecasts and reports for submission. • Follow laid down procedures for disposing laboratory waste.	

Responsibility 3: Prepare the laboratory for ISO 17025 accreditation

- Develop standard operating procedures.
- Contribute towards development of a quality manual.

Responsibility 4: Collect data on food quality and safety

- Collect current data with regards to food quality and safety standards.
- Collect data on food additives impacting public health.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody and access to sample registers, sampling forms, copies of analysis reports

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated and scheduled duties.

IV. Working Conditions:

Physical challenges

Nature: Hazards such as daily exposure to chemical, biological, physical and radiological hazards

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: To perform laboratory analysis

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications			
Bachelor's degree in any of the following Disciplines: Biochemistry, Chemistry or Food Science and Nutrition			
Professional Qualifications / Membership to professional bodies			
N/A			
Previous relevant work experience required			
The role is an entry level position			
Functional Skills		**Behavioural Competencies/Attributes**	
• Knowledge of Food, Drugs and Chemical Substances Act (Cap 254) • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Medical Laboratory Technologist (Infections Diseases)**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health
Division:	National Public Health Laboratory services
Section / Unit:	Parasitology
Location / Work station:	National Public Health Laboratory services
Reporting Relationships	
Reports to:	Head of National Public Laboratories
Direct reports:	Senior Assistant Chief Medical Laboratory Technologist
	Senior Medical Laboratory Technologist
	Medical Laboratory Technologist I, II. III
	Medical Laboratory Technician I, II, III.
	Support Staff
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by effectively, promptly, accurately diagnosing all the available parasitic diseases affecting the Kenyan Population thereby ensuring their getting necessary treatment.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Develop policy guidelines • Participate in the strategic plan and policy formulation and legalization related to vector borne and other parasitic diseases control. • Contribute to the development, review and formulation of strategies and work plans for control of vector borne and other parasitic disease. • Participate in the strategic planning and budgeting for control of vector borne and other parasitic diseases. **Responsibility 2: Develop guidelines and standard operating procedures** • Formulate policy, guidelines and SOPs for diagnosis and control of parasitic and vector borne diseases and remerging diseases. • Maintain the parasitological and immunological reference laboratory. • Develop parasitological standards.	

- Participate in the planning of epidemiological and field surveys for monitoring the impact of interventions.
- Participate in the implementation of quality service delivery in parasitic diseases nationally.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate all parasitic, zoonotic and vector borne disease activities at the national level

- Coordinate the surveillance and management of outbreaks of neglected tropical parasitic and zoonotic diseases.
- Coordinate the surveillance of the vectors that transmit diseases.
- Give lectures to students from medical school and colleges on neglected tropical parasitic and zoonotic diseases and vectors.

Responsibility 2: Control of emerging and re-emerging of parasitic and vector borne diseases

- Ensure epidemic preparedness for emerging and re-emerging parasitic and vector borne diseases e.g. plague, leptospirosis, Dengue fever, Yellow fever, Rift Valley Fever, Onchocerciasis, Tungaisis (jiggers), and other Arboviral diseases.
- Coordinate collaboration with public and private partnerships on the control of emerging and re-emerging of parasitic and vector borne diseases.

Responsibility 3: Manage personnel

- Manage the performance contracting and appraisal process.
- Schedule duties and work activities for the team.
- Capacity build the section by training and mentoring all technical and scientific cadres nationally to ensure adequate and effective human capacity for control of parasitic and vector borne disease.
- Manage staff discipline issues and ensures staff are motivated to execute their duties.
- Maintain up-to-date facilities and equipment at national and county level for surveillance, prevention and control of vector-borne and other parasitic diseases.

Responsibility 4: Monitor and evaluate operational research

- Develop fundable operational research proposals on emerging issues on surveillance and prevention.
- Participate in operational research activities.

- Interpret and advice on adoption of operational results in view of policies in disease prevention and control.

II. Operational Responsibilities

Responsibility 1: Procure laboratory equipment and chemicals and reagents

- Contribute to the formulation of the procurement plan for the Division.
- Participate in the coordination of procurement, distribution of equipment, chemicals and laboratory reagents.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the safe custody of office assets allocated to it such as furniture, computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody, management and dissemination of bio data, research results and reports

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the team in policy implementation, timelines, resource allocation and work plans.

IV. Working Conditions:

Physical challenges

Nature: Hazards as a result of laboratory chemicals and samples

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and disease surveillance

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Bachelor's degree in medical laboratory sciences			
Professional Qualifications / Membership to professional bodies			
• Kenya Medical Laboratory Technicians and Technologists Board • Association of Kenya medical laboratory scientific officers • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks			
Previous relevant work experience required			
The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Knowledge of national legislation on public health and infectious diseases • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Managerial and administrative • Leading teams • Managing performance • Computer literacy		• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Deputy Director National AID's and STI's Control Programme (NASCOP)**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	National Strategic Health Programmes
Section / Unit:	National AID's and STI's Control Programme
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Divisional Head of National Strategic Health Programmes
Direct reports:	Programme Managers

Job Purpose

To assist the Ministry of Health achieve its mandate by coordinating the Health Sector response to HIV and AIDS.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate and implement policies ,strategies, guidelines on HIV and STI prevention, care and treatment

- Identify and ensure the participation of key stakeholders in the review and development of various policies.
- Ensure that drafted policies, strategies and guidelines are evidence based.
- Ensure that policies, standards and guidelines are disseminated timely and are available for use.
- Oversee the implementation of policies, strategies by coordinating the provision of technical assistance where needed.
- Oversee monitoring and evaluation field practices on HIV and STI preventive care and treatment are in line with national policies and guidelines.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and budget for the Unit

- Ensure that the Unit's strategic plan are derived and linked to the Ministry of Health strategic plan and the National AIDs Strategic Framework.

- Oversee the development of Units' annual work plans and operational plans.
- Participate budget planning for the Unit in line with the annual work plan.
- Ensure the implementation, monitoring and reviewing of the Unit's strategic and annual work plans.
- Ensure security and availability of product and commodities on HIV, STI prevention and treatment.

Responsibility 2: Coordinate stakeholders

- Lead in the mobilisation of resources from various stakeholders for the Unit programmes.
- Oversee the participation of development partners in the planning, budgeting, reviewing and monitoring of the Unit's programmes.
- Ensure the provision of guidance and support to Counties and implementing partners on the ground on matters of HIV, STI Prevention and treatment.

Responsibility 3: Monitoring, evaluation and surveillance

- Defines and develops tools and indicators for HIV, STI National reporting for the Health Sector.
- Provide routine reports to National Government on HIV,STI data on prevention and treatment.
- Ensure that International indicators related to prevention, care and treatment are generated and reported on as required.
- Ensure that national surveillance on prevention ,care and treatment is undertaken to enable planning and assist in evaluating progress and programme outcomes.

II. Operational Responsibilities

Responsibility 1: Manage the Unit's operations

- Ensure the effective management of the Unit by coordinating various administrative functions so that it achieves its objectives.
- Ensure effective supervision and scheduling of duties to staff so as to ensure continuous motivation.
- Oversee the management of the performance contracting and appraisal process for the Unit

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE) and for the prudent management and allocation of an operation budget of KES 4 million.

II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include personal computers, office furniture, various office stationary B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role makes decisions for the team on policy implementation, timelines for work allocated, resource allocation for the various projects and programmes and performance management decisions for the team
IV. Working Conditions:
Physical challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: Capacity building in counties, meetings and conferences Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's degree in Public Health or related discipline
Professional Qualifications / Membership to professional bodies
Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge on HIV and AIDS related issues, human rights and legal framework • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director of Medical Services (Head of Health Promotion Unit)**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Preventive and Promotive Health Services
Division:	Family Health
Section / Unit:	Health Promotion
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Family Health Division
Direct reports:	Health Promotion Unit Leads of Programmes
	Heads of Health Communication focal points
Job Purpose	
To ensure that Ministry of Health achieves its mandate by empowering Kenyans to take control of their health through devising and implementing health policies and schemes that facilitate change of risky behavioural practices.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Devise health promotion policies and strategies • Map stakeholders and convene meetings for purposes of policy formulation and implementation. • Identify knowledge and attitude gaps that lead to practice of risky behaviour. • Establish barriers to behaviour change so that the right strategy can be crafted can be developed. • Develop communication strategy on health promotion. • Ensure that resources are mobilised and implementation takes place.	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Monitor and evaluate health promotion programmes, projects and activities • Ensure the monitoring and evaluation reporting tool is designed and developed in line with the specific issue at hand.	

- Monitor and evaluate interventions that have been put in place by prioritising areas of high risk.
- Carry out field work implementation of the interventions in line with the overall M& E framework for health promotion.
- Evaluate the campaign to improve on future health interventions.

Responsibility 2: Coordinate the vetting of health education and information material

- Ensure that the right and most effective channels of communication are identified for health promotion activities.
- Ensure that the public understands the communication being made through designing, developing and pre-testing relevant communication material for the print and electronic media.
- Ensure that campaign communication materials are disseminated through the identified media channels that have the widest reach and impact.

Responsibility 3: Plan and budget for the Unit

- Participate in the developing of the Ministry's strategic plan.
- Coordinate for all Units the development of the health communication plan and strategies for various diseases.
- Coordinate the formulation of an annual work plan for the department in line with the Ministry's strategic plan.
- Participate in the budgeting process by providing the necessary input for projected activity costs.
- Coordinate the meeting for the Health Promotion Advisory Committee for purposes of mobilising resources to support Health promotion activities and programmes.

Responsibility 4: Coordinate the undertaking of research in behaviour change communication

- Coordinate research in area of behaviour change communication by bringing in the relevant development partner to come in and recruit a research consulting firm.
- Supervise consulting firms carrying out research being undertaken.
- Ensure that research findings are used to inform the health communication policy for the nation.

III. Operational Responsibilities

Responsibility 1: Develop and review training circular on health promotion

- Liaise with the respective Units that are facing certain disease challenges to understand the nature of challenges so that the right training curriculum can be developed.

- Develops a generic curriculum and plan of action to address the communication aspect for the disease at hand.
- Convene meetings for County Health Officers for training so that they can develop County communication plans.
- Ensure that curriculum is reviewed, approved, implemented and financially supported.

Responsibility 2: Manage personnel

- Manage the performance contracting and review process.
- Identify training needs and gaps for staff and recommend appropriate interventions in line with budget.
- Coach and mentor staff on the job, including students and interns on the job on matters of health communication.
- Capacity build staff in Counties on health communication progress.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure, however the role is responsible for the prudent management and allocation of budget for programmes and activities in health communication.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of assets allocated to it such as printing press machines, IEC materials store, three GK vehicles, physical observatory, computers and their accessories

B. Land

N/A

C. Records, data, information, confidential information

Role is responsible for the safety and custody of documents such as National health promotion records and reports based on projects conducted.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the Ministry on Health communication policy implementation, funds and resource budgeting and allocation from development partners.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Trainings, meetings and conferences, coordinating promotion programmes within the Health Sector

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in health education and promotion, public health, health communication, community health and development

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 7 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of and ability to find out global disease patterns and trends • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative • Interpersonal • Financial acumen	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

• Coaching/mentoring • Managing performance • Computer literacy	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

6. DEPARTMENT OF STANDARDS, QUALITY ASSURANCE AND REGULATIONS

Job Title:	**Senior Deputy Director - Medical Services (HOD - Standards, Quality Assurance and Regulation)**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Standards, Quality Assurance and Regulation
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Medical Services
Direct reports:	Head of Division – Quality Assurance
	Head of Division – Alternative and Traditional Medicine
	Head of Division – Legislation and Regulations
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate by developing and implementing policies, guidelines and standards necessary for quality healthcare delivery.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Plan for the department of standards, quality assurance and regulation • Coordinate the development of annual work plans in line with the Ministry's strategic plan. • Participate in the development of the Ministry's strategic plan. • Participate in the development of departmental annual work plan. • Coordinate the development of individual work plans in line with the department's annual work plan. • Participate in the development of the Ministry's annual procurement plan.	

Responsibility 2: Formulate and oversee implementation of policies, guidelines and standards

- Initiate and co-ordinate the policy formulation in the department.
- Disseminate and oversee the implementation of various policies, guidelines and standards countrywide.
- Monitor and evaluate the effectiveness of policies, guidelines and their implementation methodologies.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Budget in the department standards, quality assurance and regulation

- Co-ordinate the process of budget activities of the department.
- Participate in the budgeting process in line with annual work plan.
- Co-ordinate the MTEF process in the department in line with the Ministry's MTEF process.

Responsibility 2: Provide of capacity building to national and county institutions on issues of standards and quality

- Ensure the development of a capacity building framework for national and county institutions.
- Provide technical assistance and capacity building to both national and county health services.
- Coordinate, mobilize and collaborate with development partners on where capacity development is needed.
- Work with training Institutions in dissemination, training and capacity building activities.
- Provide technical assistance to counties in identifying gaps for improvement of service delivery.

Responsibility 3: Supervise personnel

- Manage the performance contracting process in line with the annual work-plan.
- Ensure staff are appraised quarterly as per plan.
- Supervise departmental staff through scheduled and adhoc monthly meetings.
- Participate in various human resource related activities through the Ministerial Human Resources Advisory Committee in areas such as recruitment, staff promotion, staff motivation, discipline and identification of training needs.

Responsibility 4: Ensure the provision of quality of healthcare in the country.

- Develop/ review quality management tools such as Kenya Quality Model for Health (KQMH).
- Train and coordinates trainings on various aspects of quality of healthcare.
- Coordinate the activities of partners support in the area of quality healthcare.
- Ensure continuous quality improvement by spearheading the process of ISO 9001 2008 Certification in the Ministry of Health as the MR.
- Coordinate the rollout of ISO 9001 2008 Certification to Counties.
- Monitor and evaluate the Quality Management Systems in the health sector.

Responsibility 5: Ensure the mainstreaming of traditional and alternative medicine in the country

- Develop/ review policies and guidelines on practice of traditional and alternative medicine in the country.
- Coordinate the activities of traditional and alternative medicine practitioners for quality healthcare delivery.
- Facilitate the provision of licenses for traditional and alternative medicine practitioners.

Responsibility 6: Ensure the implementation IPC guidelines and policies

- Review IPC guidelines and training curriculum.
- Train and coordinate trainings on various aspects of IPC.
- Monitor and evaluate of the IPC implementation in the healthcare delivery systems in the country.

Responsibility 7: Spearhead the enactment of relevant legislation

- Spearhead the enactment and implementation of relevant health legislation.
- Review all health laws to be aligned to the Health Bill and the Constitution of Kenya
- Respond to Parliamentary questions in regards to health legislation.

III. Operational Responsibilities

Responsibility 1: Coordinate human resources development

- Identify areas requiring skills exposure and development for the Country in health.
- Coordinate with Institutions locally and externally in training and development of personnel in the Department.
- Participate in the development of curriculum for the training and development of personnel through the regulatory bodies.
- Coordinate the training of Master's of Medicine program in the country.

- Run the internship program me for doctors and ensure their posting to the internship centres.
- Distribute/ post specialized doctors countrywide after completion of their Master's degree.
- Address technical human resource for health issues such as transfers, discipline salaries etc.

Responsibility 2: Monitoring and evaluation

- Develop the monitoring and evaluation framework for the department and for the country in areas of quality assurance.
- Ensure that monitoring and evaluation is undertaken by the department.
- Participate in recommending and facilitating post evaluation corrective action needed.

Responsibility 3: Represent the Office of the Director of Medical Services, Principal Secretary and Cabinet Secretary

- Sit in the Kenya Medical Training College Board and the National Spinal Injury Hospital management committee (HMC).
- Chair the National Medical Board for assessment of fitness to continue service.
- Undertake assignments delegated by the Director of Medical Service from time to time.
- Undertake assignments as may be delegated by the Principal Secretary and the Cabinet Secretary from time to time.
- Sit in several ministerial committees such as MHRAC, Security, Budgeting, Senior Technical management etc.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management of a budget on recurrent expenditure for the department.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of assets allocated to it such as vehicles, office furniture , computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of records and information such as policy documents, various correspondences within the Ministry, other Ministries and Partners quality manuals and policies. Guidelines that are in web portal

D. Any other

N/A

III. Decision Making:

Role is responsible for making planning decisions for the Department on Policy implementation, timelines, and allocation of resources

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant Medical field

Professional Qualifications / Membership to professional bodies

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Member of corresponding regulatory body and professional association
- Certificate in Quality Assurance/ Standards

Previous relevant work experience required

The role requires 16 years of cumulative relevant experience and one to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge on development of norms and standards guidelines	• Ability to articulate and implement Ministerial/Departmental Mandates

• Familiar with government regulations relevant to health • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Managerial and administrative • Leading teams • Financial acumen • Computer literacy • Policy and strategy implementation	• Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Medical Services (Head of Division Legislations and Regulations)**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Health Standards, Quality Assurance and Regulation
Division:	Legislation and Regulation
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Director of Medical Services
Direct reports:	Heads of Units

Job Purpose

To ensure that the Ministry achieves its mandate by supporting the coordination and strengthening the Ministry's regulatory role and the health legislative framework.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate and review of health sector laws

- Identify required legislation based on pattern of diseases or service gaps in the sector.
- Coordinate the formulation of Heath Sector Laws with the participation of relevant stakeholders.
- Coordinate the review of health sector laws to ensure relevance with what is happening on the ground.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and budget for the Division

- Develop annual work plan for the Division by involving the necessary stakeholders.
- Participate in the strategic planning process for the Ministry.
- Ensure the implementation of the annual work plan in line with timelines and budget.
- Formulate budget for the Division in line with the work plan.
- Report periodically on Divisional work plan implementation.

Responsibility 2: Manage stakeholders for the health regulation area

- Map stakeholders for health regulation formulation and support.
- Ensure that there is advocacy for different policies and regulations for the sector.
- Coordinate various stakeholders for improved regulation.
- Represent the Ministry in various fora on matters of health policy regulation and legislation.

Responsibility 3: Manage personnel for the Division

- Manage the performance contracting process for the Division.
- Schedule and assign of roles to staff in the Division.
- Identify training and development needs and recommends appropriate training.
- Manage staff relations and discipline.

Responsibility 4: Provide capacity building to counties

- Train on developed standards and norms.
- Disseminate standards and norms through use of various avenues and media.
- Coordinate the deployment of interns and other health officials.
- Coordinate the fora for sharing and exchange of information and consensus building on various matters of health.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Equipment (Machinery, Instruments, Tools) Office Furniture, Computer and Accessories Role is responsible and accountable for the safe custody of equipment allocated to it such as office furniture, Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the team on timelines and performance and for the Division on policy implementation and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant Medical field

Professional Qualifications / Membership to professional bodies

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Member of corresponding regulatory body and professional association
- Certificate in Quality Assurance/ Standards

Previous relevant work experience required

The role requires 13 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpretation of laws and Regulations • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment

• Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director of Medical Services (Head of Division Health Standards and Quality Assurance)**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	Health Standards, Quality Assurance and Regulation
Division:	Health Standards and Quality Assurance
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Director of Medical Services
Direct reports:	Heads of Units

Job Purpose

To ensure that the Ministry of Health achieves its mandate by supporting the coordination and strengthening of the Ministry's role in the development, review and dissemination of policies, guidelines and standards.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate and review health sector norms and standards

- Carry out the mapping of key health sectors norms and standards in accordance with pillars of the health systems.
- Coordinate the formulation of health sectors norms and standards nationwide
- Coordinate the review of health sectors norms and standards nationwide
- Disseminate the health sectors norms and standards through use of various avenues.
- Coordinate compliance audits of health sectors norms and standards.

Responsibility 2: Formulate and review Health Improvement Policy and Strategy

- Conduct stakeholder mapping for Health Improvement Policy and Strategy formulation.
- Coordinate the review of the Health Improvement Policy and Strategy
- Disseminate the Health Improvement Policy and Strategy through use of various avenues.

- Coordinate the monitoring and implementation of the Health Improvement Policy and Strategy in the sector.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Plan and budget for the Division

- Develop the annual work plan for the Division in partnership with stakeholders.
- Participate in the strategic planning process for the Ministry.
- Ensure the effective implementation of the annual work plan.
- Formulate the budget for the division in line with work plan.
- Review and report periodically on Divisional work plan implementation.

Responsibility 2: Capacity Building of counties

- Coordinate the institutionalization of Continuous Quality Improvement in Health Facilities in the Sector.
- Coordinate Training of Trainers (TOTs) in the sector on Quality Improvement and Patient and Health Worker Safety.
- Provide stewardship in the creation of fora for sharing and exchange of information and consensus building on matters of health.

Responsibility 3: Formulate and review policy, guidelines and standards for patient and health worker safety

- Map health sector stakeholders to support formulation of patient and health worker safety policies, guidelines and standards.
- Coordinate the formulation of policies, guidelines and standards for patient and health worker safety.
- Coordinate the review of the policies, guidelines and standards for patient and health worker safety.
- Disseminate the policies, guidelines and standards for patient and health worker safety through use of various avenues.
- Coordinate the implementation of the policies, guidelines and standards for patient and health worker safety in the sector
- Coordinate the monitoring of the policies, guidelines and standards for patient and health worker safety in the sector.

II. Operational Responsibilities

Responsibility 1: Manage the human resources for the Division

- Manage the performance contracting process for the Division.
- Schedule and assign roles to the staff in the Division.

- Identify training and development needs and recommend appropriate training for staff in the Division.
- Manage staff relations and discipline.

Responsibility 2: Deputise and Act on behalf of the head of department

- Perform administrative duties on the department.
- Chair department monthly meetings.
- Represent department in ministerial and other stakeholder meetings.
- Coordinate stakeholders for a.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include Office furniture, laptop, computer and accessories, fridge, photocopier machine

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of health policies, guidelines and standards

D. Any other

N/A

III. Decision Making:

The role makes decisions for team in terms of timelines for work allocated, scheduling and allocating of duties, policy implementation and resource allocation

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant Medical field

Professional Qualifications / Membership to professional bodies

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Member of corresponding regulatory body and professional association
- Certificate in Quality Assurance/ Standards

Previous relevant work experience required

The role requires 13 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of quality management and control in any industry • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Managerial and administrative • Interpersonal • Financial acumen • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Principal Registered Clinical Officer I (Head of Continuing Professional Development and Regulations Unit)**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Health standards, Quality Assurances and Regulations
Division:	Legislations and Regulations
Section / Unit:	Continuing Professional Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Legislation and Regulations
Direct reports:	Deputy Head of the Unit
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by coordinating the regulations of health professionals, their training and practice.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Formulate policies in the regulation of health services • Coordinate stakeholders meetings to come up with continuing professional development frame work. • Hold meetings with stakeholders to appoint technical working groups. • Coordinate meetings of the technical working groups in the development of policies, guidelines and checklists. • Meet with regulatory bodies to review the co-curriculum in development of policies and regulations for the training of health professionals. • Attend both national and regional meetings on issues of regulations and in the harmonization of regional health professional trainings.	

- Ensure capacity building of staff at the headquarters on the implementation of policies related to Continuing Professional Development (CPD).

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Represent the Unit in Ministerial and departmental meetings

- Plan and coordinate meetings on all issues of CPD and regulations.
- Set meetings with stakeholders for the review of the CPD and regulatory laws.

Responsibility 3: Supervise subordinates in the Unit

- Manage the whole performance management process.
- Allocate and schedule duties to subordinates.
- Identify training needs for subordinates and make recommendations as necessary.

II. Operational Responsibilities

Responsibility 1: Coordinate the working relationship between the different regulatory bodies, professional bodies and the ministry

- Coordinate the joint inspection of the boards and councils.
- Holds quarterly meetings with boards of councils and professional associations
- Meet with stakeholders and the regulatory bodies to foster stronger working relationships on CPD.
- Coordinate the certification of cross-cadre CPD providers.
- Meet with boards of councils and training institutions on matters of regulations.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for the keeps safe custody of office assets such as desktop computer ,computer accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for team in terms of allocation of duties to subordinate, policy implementation, timelines and planning decisions for the Ministry on issues to do with CPD and regulations.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Trainings, meetings and conferences, coordinating Continuous Capacity Development programmes within the Health Sector

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in a relevant medical field

Professional Qualifications / Membership to professional bodies

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks
- Member of corresponding regulatory body and professional association
- Certificate in Quality Assurance/ Standards

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of health Professionals Training and Development Framework • Knowledge in coordinating Continuous Capacity Development programmes within the Health Sector	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity

• Regulatory laws governing the health profession. • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Interpersonal • Leading teams • Financial acumen • Managing performance • Computer literacy	• Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

7. DEPARTMENT OF POLICY, PLANNING AND HEALTH FINANCING

Job Title:	**Deputy Director - Medical Services (HOD – Policy, Planning and Health Financing)**
Job Group:	R
Ministry:	Ministry of Health
State Departments:	N/A
Department:	Policy, Planning and Healthcare Financing
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Head of Health Policy and Planning Division
	Head of Health Financing Division
	Head of Health Informatics, M & E and Health Research Division
Job Purpose	
To ensure that the Ministry of Health achieves its mandate by developing the policy framework for the health sector and providing oversight and support for policy implementation and health financing.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Coordinate policy development and review processes • Prioritize health policy agenda to ensure that health policies are responsive to the needs of Kenyans. • Ensure policy goals, objectives and strategies are in line with national aspirations as outlined in the Constitution of Kenya, various economic development blueprints and international best practices. • Mobilise resources to finance the health sector plans as well as departmental plans. • Ensure alignment and harmonization of external (donor) resources in support of health sector priorities.	

- Ensure availability and use of validated costing tools in strategic planning.
- Develop annual work planning templates for use by departments in the Ministry and also consolidate departmental work plans to constitute Ministerial annual work plan.
- Provide technical support to both internal and external stakeholders for matters related to the department's mandate.

Responsibility 2: Co-ordinate the health sector specific strategic planning processes

- Coordinate the review of previous health strategic plans to inform development of new strategic plans.
- Ensure active participation of stakeholders in planning through inter-agency collaboration.

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate, monitor and evaluate health policy implementation

- Ensure that there is a functioning routine health management and information system.
- Ensure that population based surveys are carried out as and when required.
- Ensure that there is dissemination of sector performance data, information and reports.

Responsibility 2: Supervise subordinates in the department

- Manage the performance management system for the Department.
- Schedule and allocate duties for staff in the department.
- Initiate the process of identifying training needs for the departmental staff.

Responsibility 3: Play and advisory role to the Principal Secretary and the Cabinet Secretary on matters related to the department

- Guide senior management on health policy framework.
- Brief senior management on matters related to health policy, planning and financing

II. Operational Responsibilities

Responsibility 1: Oversee implementation of the health policy

- Ensure implementation of pilot programs and innovations such as health insurance subsidy programmes and other Medium Term Plan flagship projects and programmes.

- Provide technical support to County's and other health players in terms of mobilising resources to implement policy.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for prudent management and allocation of donor funds for supporting implementation of Departmental activities of approximately KES 4 Billion in the 2015/16 financial year

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Role is responsible and accountable for the safe custody of assets allocated to it such as office equipment and furniture, vehicles, Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

D. Role is responsible and accountable for the safe custody of records and information such as strategic plans, annual work plans and health policy

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the department in policy implementation, timelines, budgets and resource allocation.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: The role frequently works extended hours

Frequency: Weekly

Out of station travelling

Nature: Capacity building, trainings meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in a public health management or any other health related field specialization
Professional Qualifications / Membership to professional bodies
• Membership to the Kenya Medical and Dentists Practitioners Board • Membership to the Public Health Society of Kenya • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks • Post graduate qualification in health management
Previous relevant work experience required
The role requires 13 years' experience relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of policy formulation and health financing models • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • High standards of professional ethics • anagerial and administrative • Leading teams • Financial acumen • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director of Health Records and Information Management Services**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Policy, Planning and Healthcare Financing
Division:	Monitoring and Evaluation Health research development and Informatics
Section / Unit:	Health Information Systems
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Head of Division
Direct reports:	Principal Health Records and Information Management Officer
To ensure that the Ministry of Health achieves its mandate by formulating and developing policies and guidelines, set standards of operations and build capacity for health records and health information.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Provide policy direction in health records and information management issues to enhance the ministry achieve its mandate • Coordinate the formulation of policies and guidelines on health records and information management by ensuring the participation of all stakeholders. • Provide advise on policy issues and procedures to the health sector that affect the health records and information management. • Ensure the development of the monitoring and evaluation framework for health records and health information and oversee its implementation. • Formulate guidelines on appraisal, retention and disposal, disclosure, confidentiality, safety and security of health records and health information. • Formulate medico-legal rules and regulations regarding health records and health information.	

- Ensure the formulation, review of policies, guidelines and standards to conform to changes in Ministry priorities.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate capacity building and development of health records and information management personnel

- Conduct training needs assessment in the sector for both in-service and pre-service to identify knowledge and skills required to improve service delivery.
- Oversee the implementation of curriculum in training institutions and other related institutions to ensure adherence to standards and policies.
- Coordinate the development and review of training materials including curricular from colleges and universities running health records and information programmes
- Ensure that the skills and knowledge of County and private health providers personnel is up to date by providing technical support in training and manual guidelines.
- Coordinate the designing, reviewing and distribution of medical forms to health facilities in the country.

Responsibility 2: Manage personnel

- Participate in Human Resource Advisory Committee meetings where various issues on human resources are discussed.
- Manage the performance contracting process for staff in the Unit.
- Ensure the review and appraisal of staff in line with agreed work plans.
- Supervise staff in the Unit by scheduling and allocating responsibilities.

III. Operational Responsibilities

Responsibility 1: : Manage health records and information management services

- Oversee the development, dissemination and monitoring of the implementation of Standard Operating Procedures (SOPs) in the Health Records Management and Health Information System.
- Ensure implementation of monitoring and evaluation guidelines.
- Develop and consolidate quarterly and annual health information report to assist in monitoring achievements towards sector targets and objectives.
- Ensure the effective usage and maintenance of information management systems towards strengthening of data management at all levels.

- Ensure the institution of operational accountability and transparency in health records and information management.
- Ensure quality and uniformity within the Ministry by controlling and approving the registration of medical forms through maintenance of the Medical Forms Control Register.

Responsibility 2: Plan and budget for the Unit

- Coordinate the development of the Unit's Annual work plan in line with the sector wide M&E framework.
- Ensure the annual work plan is implemented by assigning responsibilities to various outputs.
- Ensures that effective implementation of the work plan by mobilising resources from Partners

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Role is responsible for the safe custody of office equipment allocated to it such as office Furniture ,Computer and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of the records and information systems such as District Health Information Software (DHIS), Master Facility List (MFL) and Master Community Unit List (MCUL) Databases, data collection registers and reporting forms for use by facilities in data collection and reporting service delivery health data, policies and guidelines.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work on day to day decisions on the implementation and adherence to policies, guidelines and the set standards. The role also

makes decisions for the team on the allocation of activities and programmes based on service need and demand for health records and information management personnel Decisions for the unit are made collectively to participate and deliver the approved annual work plan.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data Audits, capacity building for national and county staff, data quality review meetings and rapid assessments

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in Health Records and Information Management related specialization areas approved in the Revised Scheme of Service (2012).

Professional Qualifications / Membership to professional bodies

- Membership of the Association of Health Records and Information, Kenya (AMRO)
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same.	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation

• Contemporary issues regarding health records and information management • Adaptability • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Interpersonal • Financial acumen • Coaching/mentoring • Managing performance • Computer literacy	• Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Health Records and Information Management Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Policy, Planning and Healthcare Financing
Division:	Division of M&E, Health Research Development & Health Informatics
Section / Unit:	Health Information Systems
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director HRIM
Direct reports:	Chief Health Records and Information Management Officer
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate through effective and accurate health information and records management in the facility.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage personnel • Manage the performance contracting and appraisal process for subordinates in the Unit. • Identify training needs for subordinates and coordinates the necessary training and staff development. • Coordinate and allocate duties to subordinate officers.	
II. Operational Responsibilities	
Responsibility 1: Implement health records and information management policies and guidelines • Build capacity and disseminate the policies and guidelines at the national and county level. • Monitor and evaluate the implementation of the policies and guidelines to ensure adherence.	

- Review the policies and guidelines after every two years to ensure accuracy and conformity with the changes.

Responsibility 2: Provide advice on disclosure, confidentiality, security and exchange of health records and information

- Maintain privacy and confidentiality of health records and health information.
- Provide advice on disclosure and confidentiality.
- Develop and review Health Records Retention and Disposal Schedule of health records.
- Supervise destruction of health records in accordance with the Health Records Retention and Disposal Schedule.

Responsibility 3: Analyse health data

- Compile, analyse and disseminates health data for ease of use by stakeholders.
- Design, implement and maintain health records and health information tools such as medical forms, registers and summary tools including medical stationery used in hospitals.
- Assist in instituting diseases classification and surgical procedures for morbidity and mortality statistics.
- Design quality assurance audits of health data and carry out periodic quality audits and reviews.

Responsibility 4: Develop health records and information management monitoring and evaluation framework

- Develop the monitoring and evaluation framework to strengthen the health information system.
- Disseminate and monitor adherence to the Standard Operating Procedures in completion of the tool in health facilities.
- Reviews on need basis the implementation of the tool after receiving feedback from the users.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe keeping and general custodianship assigned to it, these include office furniture, computer and accessories and various office stationery

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of District Health Information Software (DHIS), Master Facility List and Master Community Unit List (MCUL) Database.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit on allocation of activities and programmes based on service need and demand for health records and information management personnel.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/Ay

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data Audits, capacity building for national and county staff, data quality review meetings and rapid assessments

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Health Records and Information Management

Professional Qualifications / Membership to professional bodies

- Registered member of the Association of Medical Records Officers Kenya (AMRO (K)
- Certificate in Senior Management Course not lasting less than four (4) weeks
- Certificate in Computer Application

Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Contemporary issues regarding Health Records and Information Management • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Health Records and Information Management Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Policy, Planning and Healthcare Financing
Division:	Monitoring and Evaluation, Health Research Development and Health Informatics
Section / Unit:	Monitoring and Evaluation
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Health Records and Information Management Officer
Direct reports:	Senior Health Records and Information Management Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, provision of quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement health records and information management policies and guidelines • Review policies and guidelines after every two years to ensure accuracy and conformity. • Build capacity and disseminates policies and guidelines. • Monitor and evaluate the implementation of the policies and guidelines to ensure adherence. **Responsibility 2: Provide advice on disclosure, confidentiality, security and exchange of health records and information.** • Maintain privacy and confidentiality of files. • Provide advice on disclosure and confidentiality of health records. • Develop and review health records retention and disposal schedule.	

Responsibility 3: Analyse health related data

- Compile, analyse and disseminate health and health related data for ease of use by the stakeholders.
- Design minimum data sets and maintain health records and information management.
- Design quality assurance audits for health and health related data.
- Develop quarterly and annual statistics and performance reports.
- Compile and analyse morbidity and mortality classifications.

Responsibility 4: Develop health records and information management monitoring and evaluation formats

- Develop the monitoring and evaluation framework to strengthen the health records and health information.
- Disseminate and monitor adherence to standard operating procedures related to health information management.
- Review and provide feedback to users.
- Design health and health related forms, registers and reporting templates.

Responsibility 5: Capacity building and providing technical support to committees

- Conduct training needs assessments in the health sector.
- Develop and review training materials for health information management.
- Design and conduct training in the counties on health records and information management.
- Participate in performance management reviews and provides feedback.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, projector, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health information guidelines , performance management reports, health statistics, international statistics and procedures sets

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of development of quarterly reports, timelines, policy guidelines and work plans.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: For data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Health Records And Information

Professional Qualifications / Membership to professional bodies

- Certificate in Senior Management Course not lasting less than four (4) weeks
- Certificate in Computer Applications

Previous relevant work experience required

The role requires 6 years of relevant cumulative experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Health Records and Information Management Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department	Policy, Planning and Healthcare Financing
Division:	Monitoring and Evaluation, Health Research Development and Health Informatics
Section / Unit:	Health Information Systems
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Health Records and Information Management Officer
Direct reports:	Health Records and Information Management Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, provision of quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement health records and information management policies and guidelines • Build capacity and disseminates policies and guidelines. • Monitor and evaluate the implementation of the policies and guidelines to ensure adherence. • Review policies and guidelines after every two years to ensure accuracy. **Responsibility 2: Provide advice on disclosure, confidentiality, security and exchange of health records and information** • Maintain privacy and confidentiality of files. • Provide advice on disclosure and confidentiality of health records. • Develop and review health records retention and disposal schedule.	

Responsibility 3: Analyse health related data

- Compile, analyse and disseminate health and health related data for ease of use by the stakeholders.
- Design minimum data sets and maintain health records and information management.
- Design quality assurance audits of health and health related data.
- Develop quarterly and annual statistics and performance reports.
- Compile and analyse morbidity and mortality classifications.

Responsibility 4: Carry out health records and information management monitoring and evaluation formats.

- Develop the monitoring and evaluation framework to strengthen the health and health records information.
- Disseminate and monitor adherence to standard operating procedures related to health information management.
- Reviews and provides feedback to users.
- Design health and health related forms, registers and reporting templates.

Responsibility 5: Capacity building and technical support to committees

- Conduct training needs assessments in the health sector.
- Develop and review training materials for health information management.
- Design and conduct trainings in the counties on health records and information management.
- Participate in performance management reviews and provides feedback.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for annual reports, bulletins, guidelines for HIS, HIS policy, HIS strategic plan and ICD box files

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of development of quarterly reports, timelines, policy guidelines and work plans.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Health Records and Information Management

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications

Previous relevant work experience required

The role requires 3 years' experience The role requires to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Policy implementation • Oral/ written communication	• Organisational, managerial and administrative abilities

• Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Records and Information Management Officer**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Policy, Planning and Healthcare Financing
Division:	Monitoring and Evaluation, Health Research Development and Health Informatics
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Health Records and Information Management Officer
Direct reports:	N/A
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities/ Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Store and retrieve medical records and documents • Prepare clinics for patients in the health facilities. • File patient records in the facilities. • Edit patient case record in the facilities. • Code and index diseases from patient records. • Maintain the safety and confidentiality of records. **Responsibility 2: Disseminate health records information** • Compile health information to be disseminated. • Share information with relevant stakeholders. **Responsibility 3: Analyse health data nationally** • Capture and analyse health administration data.	

- Collate health administrative and diseases related data.
- Interpret data to relevant stakeholders.

Responsibility 4: Prepare various reports

- Compile weekly/monthly medical reports.
- Compile and prepare quarterly and annual departmental reports.
- Compile bio-data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Bachelor's degree in Health Records and Information Management	
Professional Qualifications / Membership to professional bodies	
Certificate in Computer Applications	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assitant Principal Health Records and Information Management Officer**
Job Group:	N
Ministry:	Ministry of Health
State Department:	N/A
Department:	Policy, Planning and Healthcare Financing
Division:	Division of M&E, Health Research Development & Health Informatics
Section / Unit:	Health Information Systems
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director HRIM
Direct reports:	Assistant Chief Health Records and Information Management
Job Purpose	
To ensure that the Ministry of Health achieves its overall mandate through effective and accurate health information and records management in the facility.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
Responsibility 1: Manage personnel • Manage the performance contracting and appraisal process for subordinates in the Unit. • Identify training needs for subordinates and coordinates the necessary training and staff development. • Coordinate and allocate duties to subordinate officers.	
II. Operational Responsibilities	
Responsibility 1: Implement health records and information management policies and guidelines • Build capacity and disseminate the policies and guidelines at the national and county level. • Monitor and evaluate the implementation of the policies and guidelines to ensure adherence.	

- Review the policies and guidelines after every two years to ensure accuracy and conformity with the changes.

Responsibility 2: Provide advice on disclosure, confidentiality, security and exchange of health records and information

- Maintain privacy and confidentiality of health records and health information.
- Provide advice on disclosure and confidentiality.
- Develop and review Health Records Retention and Disposal Schedule of health records.
- Supervise destruction of health records in accordance with the Health Records Retention and Disposal Schedule.

Responsibility 3: Analyse health data

- Compile, analyse and disseminates health data for ease of use by stakeholders.
- Design, implement and maintain health records and health information tools such as medical forms, registers and summary tools including medical stationery used in hospitals.
- Assist in instituting diseases classification and surgical procedures for morbidity and mortality statistics.
- Design quality assurance audits of health data and carry out periodic quality audits and reviews.

Responsibility 4: Develop health records and information management monitoring and evaluation framework

- Develop the monitoring and evaluation framework to strengthen the health information system.
- Disseminate and monitor adherence to the Standard Operating Procedures in completion of the tool in health facilities.
- Reviews on need basis the implementation of the tool after receiving feedback from the users.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe keeping and general custodianship assigned to it, these include office furniture, computer and accessories and various office stationery

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of District Health Information Software (DHIS), Master Facility List and Master Community Unit List (MCUL) Database.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the unit on allocation of activities and programmes based on service need and demand for health records and information management personnel.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data Audits, capacity building for national and county staff, data quality review meetings and rapid assessments

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Health Records and Information Management

Professional Qualifications / Membership to professional bodies

- Registered member of the Association of Medical Records Officers Kenya (AMRO (K)
- Certificate in Senior Management Course not lasting less than four (4) weeks
- Certificate in Computer Application

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Contemporary issues regarding Health Records and Information Management • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Health Records and Information Management Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Policy, Planning and Healthcare Financing
Division:	Monitoring and Evaluation, Health Research Development and Health Informatics
Section / Unit:	Monitoring and Evaluation
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Principal HRIM Officer
Direct reports:	Assistant Senior Health Records and Information Management Officer
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, provision of quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Implement health records and information management policies and guidelines • Review policies and guidelines after every two years to ensure accuracy and conformity. • Build capacity and disseminates policies and guidelines. • Monitor and evaluate the implementation of the policies and guidelines to ensure adherence. **Responsibility 2: Provide advice on disclosure, confidentiality, security and exchange of health records and information.** • Maintain privacy and confidentiality of files. • Provide advice on disclosure and confidentiality of health records.	

- Develop and review health records retention and disposal schedule.

Responsibility 3: Analyse health related data

- Compile, analyse and disseminate health and health related data for ease of use by the stakeholders.
- Design minimum data sets and maintain health records and information management.
- Design quality assurance audits for health and health related data.
- Develop quarterly and annual statistics and performance reports.
- Compile and analyse morbidity and mortality classifications.

Responsibility 4: Develop health records and information management monitoring and evaluation formats

- Develop the monitoring and evaluation framework to strengthen the health records and health information.
- Disseminate and monitor adherence to standard operating procedures related to health information management.
- Review and provide feedback to users.
- Design health and health related forms, registers and reporting templates.

Responsibility 5: Capacity building and providing technical support to committees

- Conduct training needs assessments in the health sector.
- Develop and review training materials for health information management.
- Design and conduct training in the counties on health records and information management.
- Participate in performance management reviews and provides feedback.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, projector, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for health information guidelines , performance management reports, health statistics, international statistics and procedures sets

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of development of quarterly reports, timelines, policy guidelines and work plans.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: For data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Health Records and Information Management

Professional Qualifications / Membership to professional bodies

- Certificate in Senior Management Course not lasting less than four (4) weeks
- Certificate in Computer Applications

Previous relevant work experience required

The role requires 12 years of relevant cumulative experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes

• Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Senior Health Records and Information Management Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	
Section / Unit:	
Location / Work station:	Health Facility
Reporting Relationships	
Reports to:	Assistant Chief Health Records and Information Management Officer
Direct reports:	Assistant Health Records and Information Management Officer I

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Store and retrieve medical records and documents

- Prepare clinics for patients in the health facilities.
- File patient records in the facilities.
- Edit patient case record in the facilities.
- Code and index diseases from patient records.
- Maintain the safety and confidentiality of records.

Responsibility 2: Implement health records and information management and disseminate health records information

- Compile health information to be disseminated.
- Share information with relevant stakeholders.

Responsibility 3: Analyse health data nationally

- Capture and analyse health administration data.
- Collate health administrative and diseases related data.
- Interpret data to relevant stakeholders.

Responsibility 4: Prepare various reports

- Compile weekly/monthly medical reports.
- Compile and prepare quarterly and annual departmental reports.
- Compile bio-data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Health Records and Information Management Technology	
Professional Qualifications / Membership to professional bodies	
Certificate in Computer Applications	
Previous relevant work experience required	
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Health Records and Information Management Officer I**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Services
Division:	
Section / Unit:	
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Assistant Senior Health Records and Information Management Officer
Direct reports:	Assistant Health Records and Information Management Officer II and III
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities/ Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Store and retrieve medical records and documents • Prepare clinics for patients in the health facilities. • File patient records in the facilities. • Edit patient case record in the facilities. • Code and index diseases from patient records. • Maintain the safety and confidentiality of records. **Responsibility 2: Disseminate health records information** • Compile health information to be disseminated. • Share information with relevant stakeholders. **Responsibility 3: Analyse health data nationally** • Capture and analyse health administration data.	

- Collate health administrative and diseases related data.
- Interpret data to relevant stakeholders.

Responsibility 4: Prepare various reports

- Compile weekly/monthly medical reports.
- Compile and prepare quarterly and annual departmental reports.
- Compile bio-data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications			
Diploma in Health Records and Information Management Technology			
Professional Qualifications / Membership to professional bodies			
Certificate in Computer Applications			
Previous relevant work experience required			
The role requires six (6) years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Health Records and Information Management Officer II**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative
Division:	
Section / Unit:	
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Assistant Health Records and Information Management Officer I
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Store and retrieve medical records and documents

- Prepare clinics for patients in the health facilities.
- File patient records in the facilities.
- Edit patient case record in the facilities.
- Code and index diseases from patient records.
- Maintain the safety and confidentiality of records.

Responsibility 2: Disseminate health records information

- Compile health information to be disseminated.
- Share information with relevant stakeholders.

Responsibility 3: Analyse health data nationally

- Capture and analyse health administration data.
- Collate health administrative and diseases related data.
- Interpret data to relevant stakeholders.

Responsibility 4: Prepare various reports

- Compile weekly/monthly medical reports.
- Compile and prepare quarterly and annual departmental reports.
- Compile bio-data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Health Records and Information Management Technology

Professional Qualifications / Membership to professional bodies			
Certificate in Computer Applications			
Previous relevant work experience required			
The role requires three (3) years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.			
Functional Skills		**Behavioural Competencies/Attributes**	
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive		• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Health Records and Information Management Officer III**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Services
Division:	
Section / Unit:	
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Assistant Health Records and Information Management Officer III
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities/ Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Store and retrieve medical records and documents

- Prepare clinics for patients in the health facilities.
- File patient records in the facilities.
- Edit patient case record in the facilities.
- Code and index diseases from patient records.
- Maintain the safety and confidentiality of records.

Responsibility 2: Disseminate health records information

- Compile health information to be disseminated.
- Share information with relevant stakeholders.

Responsibility 3: Analyse health data nationally

- Capture and analyse health administration data.
- Collate health administrative and diseases related data.

- Interpret data to relevant stakeholders.

Responsibility 4: Prepare various reports

- Compile weekly/monthly medical reports.
- Compile and prepare quarterly and annual departmental reports.
- Compile bio-data.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of planning on how to carry out allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Health Records and Information Management Technology
Professional Qualifications / Membership to professional bodies
Certificate in Computer Applications
Previous relevant work experience required
The role is an entry level position

Functional Skills	**Behavioural Competencies/Attributes**
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Health Records and Information Management Assistant**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Services
Division:	
Section / Unit:	
Location / Work station:	Facility
Reporting Relationships	
Reports to:	Assistant Senior Health Records and Information Management Officer
Direct reports:	Health Records and Information Management Technicians
Job Purpose	
To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, provision of quality health information, defining minimum data sets and capacity building in health information management.	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Document and manage patient records • Edit patient's records cases/ records. • Update bed bureaus. • Maintain patients master indexes. • Schedule patients to the consultants and speciality clinics. **Responsibility 2:Maintain records safely and ensure confidentiality** • Maintain privacy and confidentiality of health records and health information. • Provide advice on disclosure confidentiality of all hospital departments. • Participate in reviews of health records retention. • Supervise the destruction of health records in accordance with the health records disposal schedule. **Responsibility 3: Manage inpatient records**	

- Edit inpatient care records.
- Balance daily bed returns.
- Ensure proper filling on the inpatient records.

Responsibility 4: Assign disease codes

- Assign codes to diseases and surgical procedures.
- Index diseases and surgical procedures in accordance with international classification of diseases and procedures in medicine.
- Compile the data of codes and indexing in a computer software
- File disease index cards.

Responsibility 5: Analyse medical records data

- Capture data from all the service points.
- Compile medical reports and analyse data.
- Prepare medical records and reports.
- Disseminate the reports to the next level and share with relevant stakeholders.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computers and accessories

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of disease outbreak records, community based surveillance database and integrate disease surveillance trends analysis.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of weekly disease surveillance data from the facilities and from the community units and daily reporting.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data audits, Monitoring and Evaluation, outbreak response activities and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Health Records and Information Management Technology

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications

Previous relevant work experience required

The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			

HR Representative			

Job Title:	**Health Records and Information Management Assistant I**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Senior Health Records and Information Management Assistant
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Document patient's particulars

- Receive and register patients at the facility.
- Create patient records for doctor's consultation.
- Book appointments for patients in speciality clinics.
- Record and documents details of inpatient admission.
- Direct patients to relevant clinics.

Responsibility 2: Manage inpatient health records

- Maintain custody of medical records and ensure confidentiality.
- Manage the bed bureau and schedule of patients.
- Maintain the patient master index.
- Edit the patient's case records.

- Balance daily bed returns.

Responsibility 3: Code and index surgical procedures

- Assign codes to diseases and surgical procedures.
- Index diseases and surgical procedures according to the international classification of diseases and procedures in medicine.
- Compile medical reports.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records and information, hospital statistical data

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines of submission of health records reports.

IV. Working Conditions:

Physical challenges

Nature: The role is exposed to infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for data audits and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Health Records and Information Management Technology
Professional Qualifications / Membership to professional bodies
Certificate in Computer Applications
Previous relevant work experience required
The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Records and Information Management Assistant II**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Senior Health Records and Information Management Assistant
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Document patient particulars

- Receive and register patients at the facility.
- Create patient records for doctor consultation.
- Book appointments for patients to speciality clinics.
- Record and document details of inpatient admission.
- Direct patients to relevant clinics.

Responsibility 2: Manage inpatient health records

- Maintain custody of medical records and ensure confidentiality.
- Manage the bed bureau and schedule of patients.
- Maintain the patient master index.
- Edit the patient's case records.
- Balance daily bed returns.

Responsibility 3: Code and index surgical procedures

- Assign codes to diseases and surgical procedures.
- Index diseases and surgical procedures according to the international classification of diseases and procedures in medicine.
- Compile medical reports.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records and information, hospital statistical data

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines of submission of health records reports.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data audits, Monitoring and Evaluation and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Health Records and Information Management Technology

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications			
Previous relevant work experience required			
The role requires three (3) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years			
Functional Skills		**Behavioural Competencies/Attributes**	
• Good communication • Interpersonal • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management		• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Health Records and Information Management Assistant III**
Job Group:	G
Ministry:	Ministry of Health
State Department	N/A
Department	Curative and Rehabilitative Health Services
Division:	National Health Referral Facilities
Section / Unit:	N/A
Location / Work station:	National Spinal Injury Referral Hospital
Reporting Relationships	
Reports to:	Senior Health Records and Information Management Assistant
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by implementing policies and guidelines, providing quality health information, defining minimum data sets and capacity building in health information management.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Document patient particulars

- Receive and register patients at the facility.
- Create patient records for doctor consultation.
- Book appointments for patients to speciality clinics.
- Record and document details of inpatient admission.
- Direct patients to relevant clinics.

Responsibility 2: Manage inpatient health records

- Maintain custody of medical records and ensure confidentiality.
- Manage the bed bureau and schedule of patients.
- Maintain the patient master index.
- Edit the patient's case records.
- Balance daily bed returns.

Responsibility 3: Code and index surgical procedures

- Assign codes to diseases and surgical procedures.
- Index diseases and surgical procedures according to the international classification of diseases and procedures in medicine.
- Compile medical reports.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for patients records and information, hospital statistical data

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team in terms of timelines of submission of health records reports.

IV. Working Conditions:

Physical challenges

Nature: Infections and communicable diseases in the hospital

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Data audits, Monitoring and Evaluation, and capacity building

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Health Records and Information Management Technology

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Good communication • Interpersonal skills • Records management • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Economist**
Job Group:	R
Ministry	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division:	Policy and Planning
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	HOD – Policy, Planning and Health Financing
Direct reports:	Deputy Chief Economist

Job Purpose

To ensure that the Ministry achieves its mandate by supervising staff in the Unit through coordinating the planning, analysis of government policies and the provision of advisory services in planning, statistics, research and economic issues related to Ministry activities.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Coordination and formulation of National Development Strategies, Policies and Programmes and presentation of statistical data in the form of survey reports or bulletins

- Coordinate the identification and development of sectoral policies to assist the Ministry towards realizations of its mandate.
- Coordinate the development and review of existing Policies and legislations to align them to contemporary needs (Constitutions and Kenya Vision 2030 and Government Manifesto).
- Ensure stakeholders participation in validation of policies and legislations within the Ministry
- Coordinate preparation of the Ministry's five year Strategic Plan and ensuring the same is cascaded to Departments.
- Provide guidance to the Ministry's Semi-Autonomous Government Agencies and Parastatals in development of Strategic Plan.
- Coordinate preparation of Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan in line Strategic Plan.

- Coordinate sensitization/awareness creation of Ministry staff on preparation, implementation and reporting of National & Sectorial policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, Performance Contract, among other) to enhance understanding and smooth implementation.
- Provide the necessary technical guidance in the development of all sectoral plans developed in the Ministry.

Responsibility 2: Preparation of national development plans and coordinating national positions on international economic subjects

- Coordinate the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Ensure preparation of the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Coordinate preparation and implementation of the 5 year Medium Term Plans (MTP) of Kenya Vision 2030 in order to ensure all the envisaged interventions expected from the ministry are incorporated in the MTP.
- Coordinate preparation of the 5 year Sectorial Plans to guide the implementation of the Medium Term Plans.
- Coordinate preparation and submission of technical report feeding into inter-ministerial and national documents.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Taking headship of the Central Planning and Monitoring Division

- Provide overall strategic direction and advice on all matters relating to National Economic Planning in the Ministry.
- Manage and coordinates the use of Central Planning and Project Monitoring Unit resources in the Unit (human and financial).
- Participate in Ministry's various decision making organs/committees to provide the necessary guidance.
- Ensure that the Country's overall National priorities (agenda) which are relevant to the Ministry's mandate are entrenched in the respective programmes and projects.
- Liaise with the Ministry of Devolution and Planning and other stakeholders on a regular basis on matters of economic planning.
- Appraise officers in the Unit on the agreed annual performance targets at scheduled times.

Responsibility 2: Monitoring and Evaluation of policies and programmes

- Coordinate the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).
- Coordinate the preparation and submission of Medium Term Plan of the Kenya Vision 2030 quarterly, annual and end term progress reports to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Ensure reporting of the implementation of the flagship projects of Vision 2030 to the Delivery Secretariat, Ministry of Devolution and Planning and Presidential Delivery Unit.
- Ensure the development of tools/survey instruments to guide monitoring and evaluation of policies, projects and programmes in the Ministry.
- Ensure Monitoring and evaluation of the Ministry Projects and Programmes and compilation of M&E reports findings and recommendations and finally disseminate the same to guide policy interventions.
- Ensure the preparation of the of quarterly, mid-term and annual progress reports to gauge the implementation status of the Ministry's activities, programmes and projects.
- Ensure the preparation, implementation, reporting and evaluation of the Performance Contract in the Ministry and cascading the Departmental level.
- Provide guidance in the preparation, implementation, reporting and evaluation of Performance Contract in the Ministry, SAGAs and Parastatals.
- Coordinate collection and capturing of data on Ministry's Programmes and Projects in the Electronic, Project Management Information System E-ProMIS.
- Ensure the appraisal of Donor funded projects in the Ministry whenever need arise.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure; however the role is responsible for annual budget for operations and maintenance purposes.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for identifying areas that require allocation of funds and ensuring oversight of prudent use of the Section/Unit/team equipment, including office furniture and electronics allocated to staff and computers and associated accessories allocated to staff.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for the unit in terms of policy implementation, resource allocation and timelines

IV. Working Conditions:

A. Physical Challenges

Nature: N/A

Frequency: N/A

B. Working at non-standard hours

Nature: N/A

Frequency: N/A

C. Out-of-station travelling

Nature: To undertake Monitoring and Evaluation activities, attend ministerial meetings and represent the country in international conventions

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Master of Arts in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc) or Master of Philosophy (MPhil) level or their equivalent recognised qualifications

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required.

The role requires 18 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**

• Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Economist**
Job Group:	Q
Ministry:	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Economist
Direct reports:	Principal Economist

Job Purpose

To ensure that the Ministry achieves its mandate by deputising the Chief Economist in coordinating the planning, analysis of government policies and the provision of advisory services in planning, statistics, research and other economic issues related to Ministry activities

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1:Coordinating the preparation of National Development plan, Strategies, Policies and Programmes

- Participate and supervise the identification and development of sectorial policies to assists the Ministry towards realizations of its mandate.
- Supervise the development and review of existing policies and legislations to align them to contemporary needs (Constitutions, Kenya Vision 2030 and Government Manifesto).
- Coordinate and participate in the preparation of the Ministry's five year Strategic Plan and ensure the same is cascaded to Department.
- Coordinate and participate in the preparation of Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan
- Participate in the sensitization/awareness creation of Ministry staff on preparation, implementation and reporting of National & Sectorial policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, among other) to enhance understanding and smooth implementation

- Assist in providing the necessary technical guidance in the development of all sectorial plans developed in the Ministry.
- Coordinate the preparation and implementation of the Ministerial Service Delivery Charter.

Participate and supervise the identification and development of sectorial policies to assists the Ministry towards realizations of its mandate.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Engage in day to day administration of the Division

- Deputise the Chief Economist in overall administration of the Unit and giving of advice on all matters relating to National Economic Planning in the Ministry.
- Supervise the development of schedule of duties, preparation of individual work plans and annual targets and ensuring all officers are appraised twice a year in accordance with the Code of Regulations.
- Assist and ensure that the Country's overall national priorities (agenda) which are relevant to the Ministry's mandate are entrenched in the respective programmes and projects.
- Provide general direction on economic planning functions and production of statistical data at the national level.

Responsibility 3:Monitoring and Evaluation of policies and programmes

- Participate and supervise the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).
- Participate and supervise in the preparation and submission of Medium Term Plan of the Kenya Vision 2030 quarterly, annual and end term progress reports to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Ensure reporting of the implementation status of the flagship projects of Vision 2030 to the Delivery Secretariat, Ministry of Devolution and Planning and Presidential Delivery Unit.
- Participate and supervise in Monitoring and evaluation of the Ministry Projects and Programmes and ensure compilation of M&E reports findings and recommendations and finally dissemination of the same to guide policy interventions.

- Supervise the preparation of the quarterly, mid-term and annual progress reports to gauge the implementation status of the Ministry's activities, programmes and projects.
- Participate in the Monitoring and evaluation and reporting on the implementation status of the Ministry's Performance Contract and cascading to Departmental levels and the Ministry's, SAGAs and Parastatals.
- Supervise and coordinates the collection and capturing of data on Ministry's Programmes and Projects in the Electronic, Project Management Information System (E-ProMIS).

Responsibility 3: Collation and presentation of statistical data in the form of surveys reports and bulletins in Ministries

- Supervise preparation of economic position research papers.
- Assist all Departments in the Ministry in data collection, analysis and report writing.
- Coordinate collection of data on Consumer Price Index (CPI) statistics, Economic Surveys, Central Bank of Kenya Economic reviews, inflation trends, economic growth trends international and regional.
- Ensure presentation and provision of advisory services to Ministerial and Inter-Ministerial top Management.

Responsibility 4: Formulation and preparation of the ministry's budget for the harmonious development of the economic sectors

- Assist and ensures preparation, negotiation and vetting of the Ministry Performance Contract including cascading to all its downstream institutions.
- Participate and supervise in the Preparation of three year Medium Term Expenditure Framework (MTEF) budget process to ensure that the budget ceiling allocated to the Ministry is guided by agreed priorities.
- Participate and supervise the collating and preparation of Ministerial Programme Performance Reviews (MPPR) to assess the achievements, lessons learnt and challenges of the previous FY budget allocation to various programmes and projects.
- Participate and supervise in collating and preparation of Sub-Sector Report and Programme Based Budget (PBB).

- Participate and supervise in the three year MTEF budget process Sector Working Groups meeting and forums as well as preparing, presenting and defending the appropriate reports.
- Ensure participation of stakeholders in the budget process through public sector hearing as well as ensuring incorporating their comments into the final Sector Working Group report.
- Participate in Treasury and Parliamentary meetings to present and respond to any concerns raised on the Ministry's budget as a way of firming up the Ministry's priorities

Responsibility 5:Preparation of national development plans and co-ordination of national positions on international economic subjects

- Coordinate the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Ensures and supervises preparation of the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Coordinate preparation of the Ministry's inputs to the 5 year Medium Term Plans (MTP) of Kenya Vision 2030 and ensure all the envisaged interventions expected from the Ministry are incorporated in the MTP.
- Coordinate and participate in the preparation of the 5 year Sectorial Plans to guide the implementation of the Medium Term Plans.
- Liaise with the Ministry responsible for National Planning for any changes in policy direction and necessary guidance.
- Coordinate the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial decisions.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for office furniture, computers and electronics allocated

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is required to make decisions team in terms of policy implementation, timelines and scheduling and allocating duties.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Role travels to undertake Monitoring and Evaluation activities, attend ministerial meetings and represent the country in international conventions.

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Arts in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc) or Master of Philosophy (MPhil) level or their equivalent recognised qualifications

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required.

The role must have 15 years of cumulative relevant experience and have served in a directly subordinate position for at least 3 years.

Functional Skills	Behavioural Competencies/Attributes

• Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management • Managerial and administrative skills • Interpersonal skills • Leading Teams • Financial Acumen • Coping with pressure and setbacks • Empowering/delegating • Coaching/mentoring • Managing performance • Computer literacy skills	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director – Gender and Social Development**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Economist
Direct reports:	Assistant Director – Gender and Social Development
Job Purpose	
To ensure the Ministry of Health achieves its overall mandate through monitoring and evaluating the progress of implementing the plans and objectives and determining future operations to meet the objectives of the division.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Developing and maintaining Department reporting system and analysing data for policy formulation, implementation and review • Develop reporting formats and disseminate to the various programmes within the Department. • Receive data from various programmes and using outcome from data analysis to identify needs for policy formulation. • Develop and review policies depending on data analysis outcome. • Disseminate policy to various programmes. • Facilitate implementation of policy developed. **Responsibility 2:Disseminating gender policies to stakeholders**	

- Organize workshops for the dissemination of gender policies.
- Distribute policies to stakeholders.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Interpreting and implementing the Department strategic plan and medium term plan

- Sensitize Department staff on the importance of the strategic plan and its linkages to the ministerial strategic plan, the medium term plan and vision 2030.
- Coordinate development of annual Department work plan.
- Monitor the implementation of gender equality and women empowerment programmes.

Responsibility 2:Monitoring gender mainstreaming in the Ministry

- Sensitize Ministries, Departments and Agencies (MDAs) gender mainstreaming.
- Analyse and report on the level of gender mainstreaming in MDAs.

Responsibility 3: Negotiating targets and evaluating performance contract

- Derive performance contract targets from annual Department work plans.
- Prepare and submit agreed upon targets for inclusion in the ministerial performance contract document.
- Track/monitor progress made in implementation of activities/set targets.
- Coordinate reporting system for Department activities.
- Coordinate appraisal of staff on the basis of set targets.

Responsibility 4: Carrying out Training Needs Assessment

- Develop criteria in form of questionnaires for assessing staff training needs.
- Administer questionnaire to staff.
- Identify various training needs from questionnaires filled.
- Derive intervention strategies for the identified training needs.
- Implement intervention strategies identified.
- Undertake evaluation to assess training impact and continuously monitor training needs assessment.

Responsibility 5:Promoting research on gender and conducting situation analysis

- Identify arising issues in various programmes being implemented.
- Undertake baseline survey on issues identified.
- Analyse data collected from survey.

- Reporting and documentation of the outcome of the survey, validating outcome, disseminating results to relevant parties and implementing programmes.

Responsibility 6: Developing framework for quality assurance

- Develop customer service charter.
- Monitor implementation of the various programmes.
- Provide feedback on findings of programmes.
- Develop performance indicators.

Responsibility 7: Promoting collaboration and cooperation between ministry, Department and organisations

- Identify relevant stakeholders and partners to promote and implement programs in gender.
- Identify Partners to mobilise resources to facilitate implementation of identified programmes.

Responsibility 8: Represent the Department in regional and International meetings

- Participate in international and regional forums in relation to various programmes gender equality and women empowerment.
- Report on regional and international Forums on gender equality and women empowerment.

Responsibility 9: Monitoring and evaluating programmes

- Receive and analyse date on the implementation of the 2/3 gender principle.
- Make follow ups of programmes being implemented through field visits by benchmarking using various tools.
- Collect information, analyse and provide feedback on progress of programmes.

Responsibility 10: Tracking and reporting on Access to Government Procurement Opportunities(AGPO) and women empowerment programmes

- Monitor reports, analysing and reporting on AGPO.
- Monitor and report on empowerment funding (WEF & UWEZO).

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not an Authorized to Incur Expenditure (AIE).

II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Safeguards furniture and office equipment. B. Land N/A C. Records, data, information, confidential information Safeguards data, certificates. D. Any other N/A.
III. Decision Making:
The role makes decisions for self and team.
IV. Working Conditions
Physical Challenges Nature: N/A. Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: N/A. Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's Degree in any of the following discipline: Sociology, Social Work, Social Psychology, Anthropology, Disability Studies, Counselling, Economics, Gender Studies, Gender Development or equivalent from a recognized institution.
Professional Qualifications / Membership to professional bodies

- Attended Strategic Leadership Development Programme from a recognized institution.
- Shown managerial and administrative capabilities in promoting Gender and Social Development programmes/projects.
- Certificate in Computer Applications skills.

Previous relevant work experience required.

Required to have 18 year(s) of cumulative relevant experience and have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge in Vision 2030 • Communicating effectively • Planning, organizing, resource management and financial acumen • Project planning and management • Problem solving • High standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of service • Target setting and managing performance • Managerial and administrative • Interpersonal • Leading teams and coaching/mentoring • Financial acumen • Adaptability , coping with pressure and setbacks • Empowering /delegating	• Ability to articulate and implement Ministerial/Departmental Mandate • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Economist**
Job Group:	P
Ministry:	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Chief Economist
Direct reports:	Senior Economist

Job Purpose

To ensure that the Ministry achieves its mandate by providing economic planning and other related support services activities within all its departments, sections and units.

Key Responsibilities / Duties

I. Managerial Responsibilities

Responsibility 1:Assisting in the formulation of economic and statistical policies

- Participate in the identification and development of sector specific policies and strategies.
- Participate in the development and review of existing Policies and legislations to align them to current situation; the Constitutions and Kenya Vision 2030 and Government Manifesto.
- Participate in the preparation of the Ministry's five year Strategic Plan and ensuring the same is cascaded to Departments.
- Participate in providing guidance to the Ministry's Semi-Autonomous Government Agencies (SAGAs) and Parastatals in development of Strategic Plan.
- Collect, collate and compile Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan in line Strategic Plan.

- Sensitize /create awareness of Ministry staff on preparation, implementation and reporting of National & Sectoral policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, Performance Contract, labour & social sectoral policies among other) to enhance understanding and smooth implementation.
- Assist in the identification and development of sector specific policies and strategies.

Responsibility 2:Planning, Monitoring and Evaluation of policies and programmes

- Prepare the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Assist in the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda
- Prepare the Ministry's 5 year Medium Term Plans (MTP) of Kenya Vision 2030
- Coordinate and participate in the preparation of 5 year sectoral Plans to guide the implementation of the Medium Term Plans.
- Coordinate and assists department and SAGAs within the Ministry in the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).
- Collate and compile Medium Term Plan of the Kenya Vision 2030 quarterly, annually and end term progress reports for submission to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Assist departments in the development of tools/survey instruments to guide monitoring and evaluation of policies, projects and programmes in the Ministry.
- Undertake monitoring and evaluation of the Ministry Projects and Programmes, compile M&E reports on findings and recommendations and disseminate the same to guide policy interventions.
- Assist in the preparation, implementation, reporting and evaluation of the Performance Contract in the Ministry and cascading to the Departmental levels.
- Collect and capture data on Ministry's Programmes and Projects in the Electronic, Project Management Information System E-ProMIS.

II. Operational Responsibilities

Responsibility 1: Supervision of Officers in Central Planning and Project Monitoring Unit (CPPMU)

- Supervise the preparation of Annual Work Plan, Cash Flow Plan, Annual Procurement Plan for the Unit.
- Ensure individual work plans and annual Targets for all officers in the Unit are prepared on time.
- Develop schedule of duties for CPPMU staff and ensures compliance with annual individual work plans and annual targets.
- Ensures the interests of the staff are catered for by participating in various key decision making organs in the Ministry.
- Oversees generated correspondences on various issues emanating from the unit.
- Appraises subordinate staff in the Unit on the agreed annual performance targets twice a year in accordance with the Code of Regulations.
- Coordinates the allocation of day to day duties in the CPMU.
- Initiates Training Needs Assessment (TNA) for subordinate staff in the Unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects nor does it manage a budget.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for office assets such as Desktop, Computer accessories and office furniture allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

The Role is responsible for data or information on planning, budgetary process, economic policy analysis and review and the monitoring of development projects, strategies and programmes related to his/her responsibilities

D. Any other

N/A

III. Decision Making:

The role is responsible for making Ministry wide decisions on policy development review, implementation and reporting.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To undertake Monitoring and Evaluation activities, attend ministerial meetings and represent the country in international conventions

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Arts in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc) or Master of Philosophy (MPhil) level or their equivalent recognised qualifications.

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

Previous relevant work experience required.

The role must have atleast 12 year(s) of cumulative relevant experience and have served in a subordinate role for at least 3 years.

Functional skills:	Behavioural Competencies/Attributes
• Adaptability • Communicating effectively • Planning and organizing the job • Resource management • Project Planning and Management	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven

• High Standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative skills • Computer literacy skills	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results •

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Youth Development Officer**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division:	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Chief Economist
Direct reports:	Chief Youth Development Officer

Job Purpose

To provide technical guidance and expertise on youth mainstreaming in the Ministry of Mining

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Working with the Head of Department, CPPMU to ensure Youth issues are fully integrated in the ministry's strategic plan, annual work plan and the performance contract.

- Ensure that the Ministry's policies, budgets, projects and programmes take on board Youth considerations and they are target friendly.
- Facilitate the engagement/involvement of the Youth to ensure their full participation in all the Ministry's matters which affect them.

Responsibility 2: Monitor and advice on the operationalization of the 30% rule in government procurement policy aimed at benefiting the Youth, Women and Persons with disability.

- Carry out continuous situational Youth analysis and summative evaluation on all activities/programmes/projects implemented in the Ministry of Mining.
- Forge partnership and networks with relevant stakeholders and advisory roles to MDAs.

Responsibility 3: Initiate and coordinate Internship/Apprenticeship/Mentorship/Industrial Attachment programme in the Ministry. Establish a well-structured and coordinated youth internship and attachments that delivers quality skills transfer to enhance youth employability in the Ministry.

- Establish and operationalise Youth Mainstreaming Committee to oversee the youthful activities within the Ministry
- Map, benchmark and adopt Youth Mainstreaming best practises locally, regionally and globally.
- Develop and administer youth monitoring and evaluation tool for all the youthful activities.
- Participate in the sensitization/awareness creation of Ministry staff on youth mainstreaming issues.

Responsibility 4: Coordinate collection of sex and age disaggregate data for all departments to inform planning among the youthful officers

- Monitor and report on the not more than 2/3 gender rule in participation of youth, women and persons with disabilities in appointive positions in the Ministry and their respective corporations. Also to track the number of youthful officers in regards to percentage.
- Empower youths on skills transfer and volunteerism as an element of patriotism in nation building (capacity building).
- Sensitise youths on the use of ICT for marketing their products and services and creation of employment through data collection (through Directorate of Research, Surveys and Remote Sensing (DRSRS).
- Liaise on external reporting to the Ministry of Devolution and Planning, Directorate of Youth Development.

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the custodianship and use of the office equipment and furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self on execution of duties assigned.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

For appointment to this role, the following academic qualification(s) is a requirement:
Bachelor's Degree in social sciences from a recognised institution

Professional Qualifications / Membership to professional bodies

- Certificate in computer application and demonstrate merit and ability as reflected in work performance and results
- Certificate in Senior Management Course lasting not less than 4 weeks from a recognised institution

Previous relevant work experience required.

The role requires 12 years of cumulative relevant experience and have served in a directly subordinate role for a minimum of 3 years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Reporting • Basic analysis	• Organisational, managerial and administrative abilities

• Government policies and regulations	• Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Economist I**
Job Group:	N
Ministry:	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Economist
Direct reports:	Economists I, II and III
Job Purpose	
To ensure that the Ministry achieves its mandate by providing economic planning and other related support services activities within all its departments, sections and units.	
Key Responsibilities / Duties	
I. Managerial Responsibilities	
Responsibility 1:Assisting in the formulation of economic and statistical policies • Participate in the identification and development of sector specific policies and strategies. • Participate in the development and review of existing Policies and legislations to align them to current situation; the Constitutions and Kenya Vision 2030 and Government Manifesto. • Participate in the preparation of the Ministry's five year Strategic Plan and ensuring the same is cascaded to Departments. • Participate in providing guidance to the Ministry's Semi-Autonomous Government Agencies (SAGAs) and Parastatals in development of Strategic Plan. • Collect, collate and compile Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan in line Strategic Plan. • Sensitize /create awareness of Ministry staff on preparation, implementation and reporting of National & Sectoral policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, Performance Contract, labour & social	

sectoral policies among other) to enhance understanding and smooth implementation.

- Assists in the identification and development of sector specific policies and strategies.

Responsibility 2:Planning, Monitoring and Evaluation of policies and programmes

- Prepare the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Assist in the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Prepare the Ministry's 5 year Medium Term Plans (MTP) of Kenya Vision 2030.
- Coordinate and Participates in the preparation of 5 year Sectoral Plans to guide the implementation of the Medium Term Plans.
- Coordinate and assists department and SAGAs within the Ministry in the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).
- Collate and compile Medium Term Plan of the Kenya Vision 2030 quarterly, annually and end term progress reports for submission to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Assist departments in the development of tools/survey instruments to guide monitoring and evaluation of policies, projects and programmes in the Ministry.
- Undertake monitoring and evaluation of the Ministry Projects and Programmes, compile M&E reports on findings and recommendations and disseminate the same to guide policy interventions.
- Assist in the preparation, implementation, reporting and evaluation of the Performance Contract in the Ministry and cascading to the Departmental levels.
- Collect, capture data on Ministry's Programmes and Projects in the Electronic, Project Management Information System E-ProMIS.

II. Operational Responsibilities

Responsibility 1: Supervision of Officers in Central Planning and Project Monitoring Unit (CPPMU)

- Supervise the preparation of Annual Work Plan, Cash Flow Plan, Annual Procurement Plan for the Unit.

- Ensure individual work plans and annual Targets for all officers in the Unit are prepared on time.
- Develop schedule of duties for CPPMU staff and ensures compliance with annual individual work plans and annual targets.
- Ensure the interests of the staff are catered for by participating in various key decision making organs in the Ministry.
- Oversee generated correspondences on various issues emanating from the unit.
- Appraise subordinate staff in the Unit on the agreed annual performance targets twice a year in accordance with the Code of Regulations.
- Coordinate the allocation of day to day duties in the CPMU.
- Initiate Training Needs Assessment (TNA) for subordinate staff in the Unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects nor does it manage a budget.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for office assets such as Desktop, Computer accessories and office furniture allocated to it.

B. Land
N/A

C. Records, data, information, confidential information
The Role is responsible for data or information on planning, budgetary process, economic policy analysis and review and the monitoring of development projects, strategies and programmes related to his/her responsibilities

D. Any other
N/A

III. Decision Making:

The role is responsible for making Ministry wide decisions on policy development review, implementation and reporting.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To undertake Monitoring and Evaluation activities, attend ministerial meetings and represent the country in international conventions

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Economics or statistics

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution

Previous relevant work experience required.

The role must have atleast 9 year(s) of cumulative relevant experience and have served in a directly subordinate role for at least 3 years.

Functional skills:	**Behavioural Competencies/Attributes**
• Supervisory • Policy Implementation • Oral/Written communication skills • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Economist II**
Job Group:	M
Ministry:	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Economist
Direct reports:	Economists I, II and III

Job Purpose

To ensure that the Ministry achieves its mandate by providing economic planning and other related support services activities within all its departments, sections and units.

Key Responsibilities / Duties

I. Managerial Responsibilities

Responsibility 1:Assisting in the formulation of economic and statistical policies

- Participate in the identification and development of sector specific policies and strategies.
- Participate in the development and review of existing Policies and legislations to align them to current situation; the Constitutions and Kenya Vision 2030 and Government Manifesto.
- Participate in the preparation of the Ministry's five year Strategic Plan and ensuring the same is cascaded to Departments.
- Participate in providing guidance to the Ministry's Semi-Autonomous Government Agencies (SAGAs) and Parastatals in development of Strategic Plan.
- Collect, collate and compile Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan in line Strategic Plan.
- Sensitize /create awareness of Ministry staff on preparation, implementation and reporting of National & Sectoral policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, Performance Contract, sectoral policies among others) to enhance understanding and smooth implementation.

- Assist in the identification and development of sector specific policies and strategies.

Responsibility 2: Planning, Monitoring and Evaluation of policies and programmes

- Prepare the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Assist in the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Prepare the Ministry's 5 year Medium Term Plans (MTP) of Kenya Vision 2030.
- Coordinate and Participates in the preparation of 5 year Sectoral Plans to guide the implementation of the Medium Term Plans.
- Coordinate and assists department and SAGAs within the Ministry in the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).
- Collate and compile Medium Term Plan of the Kenya Vision 2030 quarterly, annually and end term progress reports for submission to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Assist departments in the development of tools/survey instruments to guide monitoring and evaluation of policies, projects and programmes in the Ministry.
- Undertakes monitoring and evaluation of the Ministry Projects and Programmes, compile M&E reports on findings and recommendations and disseminate the same to guide policy interventions.
- Assist in the preparation, implementation, reporting and evaluation of the Performance Contract in the Ministry and cascading to the Departmental levels.
- Collect and capture data on Ministry's Programmes and Projects in the Electronic, Project Management Information System E-ProMIS.

II. Operational Responsibilities

Responsibility 1: Supervision of Officers in Central Planning and Project Monitoring Unit (CPPMU)

- Supervise the preparation of Annual Work Plan, Cash Flow Plan, Annual Procurement Plan for the Unit.

- Ensure individual work plans and annual Targets for all officers in the Unit are prepared on time.
- Develop schedule of duties for CPPMU staff and ensures compliance with annual individual work plans and annual targets.
- Ensure the interests of the staff are catered for by participating in various key decision making organs in the Ministry.
- Oversee generated correspondences on various issues emanating from the unit.
- Appraise subordinate staff in the Unit on the agreed annual performance targets twice a year in accordance with the Code of Regulations.
- Coordinate the allocation of day to day duties in the CPMU.
- Initiate Training Needs Assessment (TNA) for subordinate staff in the Unit.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects nor does it manage a budget.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible and accountable for office assets such as Desktop, Computer accessories and office furniture allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

The Role is responsible for data or information on planning, budgetary process, economic policy analysis and review and the monitoring of development projects, strategies and programmes related to his/her responsibilities

D. Any other

N/A

III. Decision Making:

The role is responsible for making Ministry wide decisions on policy development review, implementation and reporting.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To undertake Monitoring and Evaluation activities, attend ministerial meetings and represent the country in international conventions

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Economics or statistics.

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.

Previous relevant work experience required.

The role must have atleast 6 year(s) of cumulative relevant experience and to have served in a subordinate role for at least 3 years.

Functional skills:	**Behavioural Competencies/Attributes**
• Supervisory • Policy Implementation • Oral/Written communication skills • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**

Head of Department			
HR Representative			

Job Title:	**Economist I/ Statistician I**
Job Group:	L
Ministry	Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division:	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Economist
Direct reports:	N/A

Job Purpose

To ensure that the Ministry has the requisite information for decision making and achieving its mandate by offering services on planning, budgetary process, economic policy analysis and review and the monitoring of development projects, strategies and programmes.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Economic Planning

- Assist in the identification of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Assist in the preparation of the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Assist in the preparation and implementation of the 5 year Medium Term Plans (MTP) of Kenya Vision 2030 in order to ensure all the envisaged interventions expected from the Ministry are incorporated in the MTP.
- Assist in the preparation of the 5 year Sectoral Plans to guide the implementation of the Medium Term Plans.
- Assist in the preparation and submission of technical reports feeding into inter-ministerial and national documents on various issues.

Responsibility 2: Coordination of sector /regional sector plans related to the Ministry's functions

- Assist in the identification and prioritization of the Ministry's priorities to be incorporated in various National Development Plans/Agenda.
- Assist in the preparation of the Ministry's inputs to various National Development Plans as well as actual participation in development of these plans to articulate the Ministry's contributions.
- Assist in the preparation and implementation of the 5 year Medium Term Plans (MTP) of Kenya Vision 2030 in order to ensure all the envisaged interventions expected from the Ministry are incorporated in the MTP.
- Assist in the preparation of the 5 year Sectoral Plans to guide the implementation of the Medium Term Plans.
- Assist in the preparation and submission of technical reports feeding into inter-ministerial and national documents on various issues.

Responsibility 3: Reviewing of the development policy strategies, projects and programmes prepared

- Assist in the identification and development of sectoral policies to assist the Ministry towards realizations of its mandate.
- Assist in the development and review of existing Policies and legislations to align them to contemporary needs (Constitutions and Kenya Vision 2030 and Government Manifesto)
- Assist in the preparation of the Ministry's five year Strategic Plan and ensuring the same is cascaded to Departments.
- Assist in providing guidance to the Ministry's Semi-Autonomous Government Agencies (SAGAs) and Parastatals in development of Strategic Plan.
- Collect, collate and compile Departmental Annual Work Plans (AWPs) and Ministerial Annual Work Plan in line Strategic Plan.
- Sensitize /create awareness of Ministry staff on preparation, implementation and reporting of National & Sectoral policy documents (Vision 2030, Medium Term Plan, Strategic Plan, Annual Work plans, Performance Contract, labour & social sectoral policies among other) to enhance understanding and smooth implementation.
- Assist in the preparation and implementation of Ministerial Service Delivery Charter.

Responsibility 4: Monitoring and Evaluation of policies and programmes

- Assist in the identification of National Reporting Indicators/targets for the Medium Term Plans of Kenya Vision 2030 as well as ensuring participation of the Ministry in the development of the National Integrated Monitoring and Evaluation System (NIMES).

- Collate and compile Medium Term Plan of the Kenya Vision 2030 quarterly, annual and end term progress reports for submission to Vision 2030 Delivery Secretariat, Monitoring and Evaluation Department and Presidential Delivery Unit.
- Assist in reporting of the implementation of the flagship projects of Vision 2030 Delivery Secretariat, Ministry of Devolution and Planning and Presidential Delivery Unit.
- Develop tools/survey instruments to guide monitoring and evaluation of policies, projects and programmes in the Ministry.
- Undertake monitoring and evaluation of the Ministry Projects and Programmes, compile M&E reports on findings and recommendations and disseminate the same to guide policy interventions.
- Prepare quarterly, mid-term and annual progress reports to gauge the implementation status of the Ministry's activities, programmes and projects.
- Assist in the preparation, implementation, reporting and evaluation of the Performance Contract in the Ministry and cascading to Departments, Ministerial SAGAS.
- Collect and capture data on Ministry's Programmes and Projects in the Electronic, Project Management Information System E-ProMIS.

Responsibility 5: Planning and management of relevant Ministry functions

- Assist in the development of concept notes, needs assessment, for relevant functions.
- Prepare data collection tools/instruments for surveys.
- Participate in surveys annually or when required.
- Assist in data entry, analysis report generation and dissemination of survey findings.

Responsibility 6: Formulation of coordinated strategies, policies and programmes and budgeting for the harmonious development of the economic sectors

- Prepare, negotiats and vet Ministry Performance Contract including cascading to all its downstream institutions.
- Participate in the preparation of Medium Term Expenditure Framework (MTEF) budget, Ministerial Programme Performance Reviews (MPPR) and Sub- Sector Report and Programme Based Budget (PBB) process to ensure that the budget ceiling allocated to the Ministry is guided by agreed priorities.
- Participate in MTEF Sector Working Groups and incorporate stakeholders' in the budget making process.
- Participate in Treasury meetings to present and respond to any concerns raised on the Ministry's budget as a way of firming up the Ministry's priorities.

- Participate in the preparation of Ministerial Final Financial Accounts and quarterly report to Treasury on the utilization of Funds.

Job Dimensions

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture and electronics.

III. Decision Making:

The role makes decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Economics or Economics and Mathematics, or Economics and statistics from a recognized university/ institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The roles requires 3 year(s) of cumulative experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce

• Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Economist II/Statistician II**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Policy, Planning and Health Financing
Division	Policy and Planning
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Economist
Direct reports:	None

Job Purpose

To ensure that the Ministry achieves its mandate by providing economic planning and other related support services activities within all its departments, sections and units.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Collecting, collating and analysing data in the relevant sectors

- Identify the relevant sectors.
- Collect, collate and analyse the data.
- Prepare draft reports of the sectors.
- Share the report with seniors for comments/inputs.
- Incorporate the comments/inputs in the report.
- Submit the report to seniors to necessary action.

Responsibility 2: Providing support in the preparation of policy briefs and reports on relevant sectors

- Identify the sector.
- Input the information in the draft briefs.
- Share the draft brief with the seniors for comments/input.
- Incorporate the comments/input in the briefs.

- Submit the draft brief to the seniors for comments/input.

Responsibility 3: Capturing data on budgetary requirements

- Identify the sector
- Develop/review the format to capture the data.
- Capture the data in the format.
- Share the report with seniors for comments/input.
- Incorporate the comments/inputs in the report.
- Submit report to seniors for further necessary action.

Responsibility 4: Uploading information in the National Integrated Monitoring and Evaluation System

- Identify the sector.
- Develop/review the format to capture the data.
- Capture the data in the format.
- Share the report with seniors for comments/input.
- Incorporate the comments/inputs in the report.
- Submit report to seniors for further necessary action.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authorized to Incur Expenditure (AIE) holder.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards equipment allocated to the officer to facilitate performance of duties assigned

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for self and be personally held accountable for those decisions. The scope and impact for these decisions would be felt primarily for self and not impact team members or external parties.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: the role works beyond working hours on certain times

Frequency: On call

Out of station travelling:

Nature: The role holder travels out of station

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Economics, Statistics, Economics and Mathematics or Economics and Statistics from a recognized institution.

Professional Qualifications / Membership to professional bodies

Certificate in computer application skills from a recognized institution.

Previous relevant work experience required.

This is an entry level role and does not require relevant experience.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of Government policy documents • The Kenya Constitution • Public Financial Management Act • Global Economic declarations/ Obligations	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision

• Knowledge of the National Vision 2030 • Good communication • Time management and proper planning • Report writing, data collection and analysis • Resource management • Coaching/ managing performance • Supervisory and administrative • Policy implementation, target setting and delivery of work plans • Oral/written communication • Pro-active, problem solving and administrative • Delivery on work plans	• Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

8. DEPARTMENT OF HEALTH SECTOR COORDINATION AND INTERGOVERNMENTAL AFFAIRS

Title:	**Senior Deputy Director of Medical Services/ Chief Medical Specialist (HOD - Health Sector Coordination and Intergovernmental Affairs)**
Job Group:	S
Ministry:	Ministry of Health
State Department:	N/A
Department:	Health Sector Coordination and Intergovernmental Affairs
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director of Medical Services
Direct reports:	Deputy Director of Medical Services

Job Purpose

To contribute to the Ministry's overall mandate by providing advisory services on policy, standards, capacity building and technical assistance to the Counties.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Formulate, review and revise the health policy

- Develop concept notes on policy.
- Carry out desk reviews on available policy materials.
- Draft health policy document and sessional papers on policy.
- Draft cabinet memo on policy.

Responsibility 2: Formulate, review and revise Health Bills

- Develop concept notes on legislation.
- Carry out desk review on available legislation material and draft the Health Bill.
- Develop sessional papers on the Health Bill.
- Drafts Cabinet memos on the Health Bill.

Responsibility 3: Formulate guidelines on standards of health care services

- Develop standards of health care services.
- Develop norms for human resources for health, health infrastructure and supplies.
- Develop clinical guidelines for health services.
- Develop guidelines on health professionals and ethical conduct.
- Develop patients' rights charter.

II. Managerial/ Supervisory Responsibilities

Responsibility 1: Coordinate capacity building and technical assistance to the Counties

- Conduct training needs assessments assistance to the Counties.
- Develop annual national health workers projections.
- Develop annual national health specialists' projections.
- Determine and prioritise areas for capacity building.
- Coordinate National Health projects and programmes in the Counties.

Responsibility 2: Attend health regulations tribunals and boards

- Attend the Medical Practitioners and Dentists Board and the Pensions Appeal Tribunal as member.
- Facilitate the functions of the Kenya Board of Mental Health as the Secretary/ CEO.
- Make recommendations on the National Social Security Fund (NSSF) invalid benefits
- Represents the Ministry of Health in the Kenya Defence Forces so to ensure processing of pensions based on injury.

Responsibility 3: Develop ministry specific and sector plans

- Develop health sector strategic plans.
- Develop ministerial strategic plans.
- Develop departmental annual plans.
- Develop departmental annual budgets.
- Develop departmental annual procurement plans.

Responsibility 4: Carry out performance management of staff

- Ensure staff develop individual annual work plans.
- Ensure staff fill the Performance Appraisal System (PAS) forms to assist in developing performance contracts quarterly.
- Develop departmental performance contract.
- Appraise staff on performance annually.

II. Operational Responsibilities

Responsibility 1: Head the department of Health Sector Coordination and Intergovernmental Affairs

- Plan for quarterly meetings for the health sector intergovernmental consultative forum.
- Prepare the agenda of each health sector intergovernmental meeting.
- Coordinate the organisation of the health sector intergovernmental meetings
- Prepare the reports of the meetings.
- Submit the reports to the National and County Coordination Summit and the Council of Governors.

Responsibility 2: Plan the health sector intergovernmental consultative forum

- Plan quarterly meetings for the health sector intergovernmental consultative forum.
- Prepare the agenda of each health sector intergovernmental meeting.
- Coordinate the organisation of the health sector intergovernmental meetings.
- Prepare report of the meetings.
- Submit reports to the National and County Coordination Summit and the Council of Governors.

Responsibility 3: Coordinate the health sector

- Coordinate communication between National and County Government.
- Coordinate capacity building and technical assistance to Counties.
- Coordinate monitoring and evaluation of projects and programmes.
- Oversee the data repository

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office equipment assigned to it, these include office furniture and fittings, computer and other electronic accessories

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the department in terms of implementation of policy ,allocation of duties and timelines for allocated duties.

IV. Working Conditions:

Physical challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Capacity building, meetings and conferences

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master of Medicine Degree (M. Med) or an equivalent

Professional Qualifications / Membership to professional bodies

- Registered member of Kenya Medical Practitioners and Dentist Board
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 16 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of medical health regulations • Resource management • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy development • Influencing, persuasion and negotiation • Risk management • Effective communication • Policy and strategy implementation • Strategic people management • Public service focus • Delivery of quality results • Ability to delegate visionary	• Ability to articulate, interpret and implement national and international policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

9. RADIATION PROTECTION BOARD

Job Title:	**Chief Radiation Protection Officer**
Job Group:	S
Ministry:	Ministry of Health
State Department	N/A
Department	Radiation Protection Board
Division:	NA
Section / Unit:	Radiation Control Inspectorate
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Senior Deputy Chief Radiation Protection Officer
Job Purpose	
To provide protection of the public, environment and radiation workers from dangers arising from the use of devices or material capable of producing ionizing radiation and for connected purposes.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Enforce the Radiation Protection Act Cap 243 laws of Kenya • Ensure that Radiation Protection Officers are trained in investigation and prosecution. • Prosecute offenders of the Radiation Protection Act Cap 243, such as hospitals that do not comply with the Act's provisions, illegal possession of radiation sources, illicit traffickers of radioactive materials etc. • Attend court proceedings as an expert witness in radiation and nuclear matters. • Ensure safe custody and security of "orphaned" radioactive sources, such as sources confiscated by border patrol personnel, abandoned radioactive materials etc. • Ensure compliance inspections are carried out countrywide	
II. Managerial/ Supervisory Responsibilities	
Responsibility 1: Head the radiation control inspectorate • Undertake performance contracting for Radiation Protection Board. • Carry out strategic planning of the Radiation Control Inspectorate activities.	

- Oversee licensing/authorisation of radiation facilities and workers.
- Oversee certification of Technical Support Organizations.
- Coordinate the Kenya Nuclear Security Support Centre.
- Supervise visits to regional offices to audit their activities.
- Facilitate annual countrywide inspections of radiation source installations and facilities.
- Appraise Public and Private Partnerships in the establishment of cancer treatment centres.
- Oversee implementation of International Health Regulations, radiological and nuclear aspects under World Health Organization.

III. Operational Responsibilities

Responsibility 1: Secretary to the Radiation Protection Board (RPB)

- Coordinate Board activities.
- Implement Board's policies, decisions and directives.
- Liaise between the Radiation Protection Boards and National, Regional and International Bodies.
- Delegate to the annual general conference of the International Atomic Energy Agency (IAEA).
- Review legal and regulatory framework for radiation and nuclear safety and security.
- Represent the country in the International Atomic Energy Agency's Nuclear Security Guidance Committee that reviews nuclear security recommendations before approval by the IAEA's Board of Governance for use by member states.

Responsibility 2: Head of East and Central Africa Chemical Biological Radiological And Nuclear (CBRN) Regional Secretariat

- Facilitate the promotion, development, implementation of the CBRN initiative at the regional level.
- Identify priorities of projects proposal based on regional needs.
- Identify Chemical Biological Radiological and Nuclear (CBRN) areas of cooperation's and expertise.
- Establish Chemical Biological Radiological and Nuclear (CBRN) Teams to respond to CBRN events.
- Assist member countries in the region in capacity building, assess, identify and address CBRN needs.

- Coordinate national projects proposals for approval and funding.
- Monitor and evaluate the activities of the CBRN Centres of Excellence in the region.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE) and is responsible for KES 45 Million – recurrent expenditure, KES 70 million – development expenditure and KES 10 million – service charges for radiation protection services.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of hyper-pure germanium detector, liquid scintillation counter, thermo luminescent dosimeters and other nuclear and radiation detection equipment

B. Land

The role is responsible for Radiation Protection Board's land within the Kenyatta National Hospital grounds

C. Records, data, information, confidential information

The role is responsible for the maintenance of National Inventory of Radiation Sources, Facilities and workers ; personal radiation dose records for radiation workers ; inventory of radioactive waste

D. Any other

The role is responsible for radiation sources and radioactive materials confiscated by the law enforcement agencies

III. Decision Making:

The role makes decisions with respect to allocation of duties, time lines, performance appraisals, resource allocation, policy and strategy implementation and provision of radiation protection advisory services.

IV. Working Conditions:

Physical challenges

Nature: Radiation hazards; improvised explosive devices; chemical and biological hazards on a monthly basis

Frequency: Monthly

Working at non-standard hours

Nature: On-call basis, which also involves supervising industrial radiography at night in the port.

Frequency: Daily

Out of station travelling

Nature: Carry our audit and Interpersonal visits to regional offices, stakeholders engagement in nuclear security issues; attend Technical Cooperation meetings, conferences in radiation protection, meetings of technical working groups of Chemical Biological Radiological and Nuclear Centers of Excellence and International Atomic Energy Agency

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters of Science in Radio Physics, Biophysics, Radiochemistry, Health Physics, Medical Physics, Nuclear Techniques, Nuclear Engineering, Physical Sciences, And Nuclear Sciences

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Radiation and nuclear safety, security and safeguards • Knowledge on the Radiation Protection Act, Cap 243, the Public Finance Management Act of 2012, the Office of Director of Public Prosecutions Act of 2013 and the Public Procurement and Disposal Act • Resource management • Establishing strategic directions • Leading change • Building organisational capability • Policy development	• Ability to articulate, interpret and implement national and International policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional intelligence

• Influencing, persuasion and negotiation • Protocol and diplomacy • Risk management • Strategic people management • Public service focus	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chief Radiation Officer**
Job Group:	P
Ministry:	Ministry of Health
State Department:	N/A
Department:	Radiation Protection Board
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Radiation Protection Board - Nairobi
Reporting Relationships	
Reports to:	Deputy Chief Radiation Protection Officer
Direct reports:	Principal Radiation Protection Officer

Job Purpose

To support the Ministry of Health achieves its mandate by providing regulatory oversight in radiation protection to radiation workers, members of public and the environment.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Administer supervise staff

- Ensure that new officers joining are effectively inducted in their roles.
- Manage the performance contracting and appraisal process for staff.
- Assist in the coordination of staff training and development.

Responsibility 2: Budgeting and planning

- Contribute to the strategic planning process.
- Participate in reviewing and developing the work plan.
- Participate in the development and approval process for the annual procurement plan.
- Approve requisitions of stores for the department.
- Approve requests for imprest.

Responsibility 3: Licensing of radiation facilities and radiation workers according to the law (Cap 243)

- Approve and coordinate the annual inspection plan.
- Review and table licenced applicants to the Board for approval.
- Facilitate the issuing of licenses.

Responsibility 4: Enforce the law – Radiation Protection Act (Cap 243)

- Evaluate charge sheets for radiation control breaches.
- Initiate prosecution of offenders where the Radiation Protection Act is violated and takes offenders to court.

Responsibility 5: Register radiation sources and radiation workers in the country

- Supervise the registration of all radiation workers in the Country and ensure the effective maintenance of the register.
- Supervise the registration of all radiation facilities in the Country and ensure the effective maintenance of the register.

II. Operational Responsibilities

Responsibility 1: Implement nuclear safeguards

- Conduct desktop studies on possible sites with nuclear materials.
- Inspect facilities with nuclear materials to ensure compliance with standard operating procedures and policies.
- Audit and verify documentation on site to ensure compliance with set standards and policies.
- Collate reports for dissemination to the International Atomic Energy Agency as and when required.

Responsibility 2: Provide research in the fields of medical and public exposure

- Assess radiation safety situation in radiation facilities / the environment periodically.
- Undertake research on radiation issues to address safety requirements related to medical and public exposure.
- Coordinate the publishing of findings related to research undertaken on radiation and present findings to policy makers for implementation where applicable.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure, however the role is responsible for prudent management and allocation of the budget for the Unit.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of the office assets and equipment allocated to it such as furniture, Computer and Accessories.

B. Land

N/A

C. Records, data, information, confidential information

D. The role is responsible for the custody and access to records such as the International Atomic Energy Agency Safeguards and information.

D. Any other

N/A

III. Decision Making:

The role is responsible for making planning decisions for the team in policy implementation, setting timelines, resource allocation and some aspects of expenditure management as delegated under the Sub AIE arrangements.

IV. Working Conditions:

Physical challenges

Nature: Radiation and radioactive hazards

Frequency: Weekly

Working at non-standard hours

Nature: On call to respond to a nuclear and radiological incidents and emergencies

Frequency: Adhoc

Out of station travelling

Nature: Carry out inspections, field work and to provide escort

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's in Radio-Sciences (e.g. Radio Physics), Health/Medical Physics, Nuclear Techniques, Nuclear Engineering

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required

The role requires 15 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of International Agreements and Treaties in the area of nuclear safety, security and safeguards • Knowledge of international standards in the use of radioactive materials • Communicating effectively • Planning and organising • Resource management • Project planning and management • Problem solving • Interpersonal • Leading teams • Financial acumen • Managing performance • Computer literacy	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Resulted oriented and self driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Radiation Protection Officer - Field**
Job Group:	N
Ministry:	Ministry of Health
State Department	N/A
Department	Radiation Protection Board
Division:	Inspection and Licensing
Section / Unit:	Radiation Control Inspectorate
Location / Work station:	Mombasa Port
Reporting Relationships	
Reports to:	Deputy Chief Radiation Protection Officer
Direct reports:	Senior Radiation Protection Officer

Job Purpose

To coordinate radiation surveys in a District and Environmental radiation monitoring. In charge of a Radiation Control Inspectorate.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Co-ordinate Radiation Surveys In the Coast Region

- Supervise officers during the inspection of facilities.
- Oversee the preparation of a licence list to Licensing and Technical Advisory Committee (LTAC).

Responsibility 2: Develop of Radioactive Waste Management Codes

- Collaborate with producers of disused radioactive materials for proper waste management.
- Develop reports on the radioactive waste handled.

Responsibility 3: Develop radiological emergency preparedness for users of radioactive materials

- Liaise with dealers of materials to ensure the Radiation Safety Officers have an emergency plan.
- Develop reports on the radiological emergency preparedness response.

Responsibility 4: Scan goods at the port (Mega Port Initiative)

- Perform tertiary inspection on containers to confirm presence of radioisotopes.
- Act as consultants and advisors to other stakeholders in the Mega Port Initiative Project. (Kenya Ports Authority and Kenya Revenue Authority)

II. Operational Responsibilities
N/A
Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of computer desktop, survey equipment, furniture, fridges and cabinets. B. Land N/A C. Records, data, information, confidential information The role is responsible for the maintenance of records of Board meetings. D. Any other N/A
III. Decision Making:
The role is in charge of Radiation Control Inspectorate at the Mombasa Port and makes decisions for the team.
IV. Working Conditions:
Physical challenges Nature: Hazards/injuries from the movement of machinery at the port, possible exposure to radiation Frequency: Daily **Working at non-standard hours** Nature: On-call basis, which also involves supervising industrial radiography at night in the port or respond to a nuclear and radiological incidents and emergencies Frequency: Ad hoc **Out of station travelling** Nature: The role travels out of station to attend stakeholder meetings and carry out inspections, field work and to provide escort Frequency: Quarterly and weekly respectively
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

Bachelor of Science Degree in either Radio Physics, Radiochemistry, Biophysics, Medical Physics, Health Physics, Physical Sciences With Topics In Atomic, Radiation And Nuclear Sciences or Nuclear Engineering
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires nine (9) years of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Well versed in both local and international guidelines for safety used of radiation sources (International Atomic Energy Agency – IAEA- Basic Safety Standards) • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organizational, Managerial and administrative • Honesty and integrity • Team leader • Knowledgeable • Visionary • Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Radiation Protection Officer - Field**
Job Group:	M
Ministry:	Ministry of Health
State Department	N/A
Department	Radiation Protection Board
Division:	Inspection and Licensing
Section / Unit:	Radiation Control Inspectorate
Location / Work station:	Mombasa Port
Reporting Relationships	
Reports to:	Principal Radiation Protection Officer
Direct reports:	Radiation Protection Officer II and I

Job Purpose

To manage radiation health and safety measures of radiation facilities and enforce the Radiation Protect Act and regulations.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

Responsibility 1: Evaluate radiation survey results

- Obtain results from radio analysis and makes decisions.
- Issue radiation fine certificates for exports/imports.

Responsibility 2: Manage radiation health and safety measures of radiation facilities

- Prepares annual inspection for radiation facilities.
- Prepare charge sheets for offenders.

Responsibility 3: Scan goods at the Port (Mega Port Initiative)

- Detect, deter and interdict radioactive materials.
- Advise other stakeholders in matters of radioactivity (Kenya Ports Authority, Customers).

Responsibility 4: Facilitate on board motor vehicle scanning

- Facilitate radiation service providers carry out on vessel radio scanning of used imported units.
- Interdict and enhance reshipping of contaminated units back to the country of origin.

II. Operational Responsibilities

N/A

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of computer desktop and radiation survey equipment B. Land N/A C. Records, data, information, confidential information The role is responsible for the records of Radiation Services Providers, cheques, receipts of payments. D. Any other N/A
III. Decision Making:
The role makes decisions for working with Radiation Protection Officers II and I on daily reporting, work allocation and timelines.
IV. Working Conditions:
Physical challenges Nature: Possible hazards from the movement of machinery in the port of Mombasa when performing tertiary inspections and use of personal protection equipment Frequency: Daily **Working at non-standard hours** Nature: On-call basis as one may be called upon to supervise industrial radiography welders at night or response to a nuclear and radiological incidents and emergencies Frequency: Ad hoc **Out of station travelling** Nature: To attend stakeholder meetings and carry out inspections, field work and to provide escort Frequency: Quarterly and weekly respectively
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

Bachelor of Science Degree in either Radio Physics, Radiochemistry, Biophysics, Medical Physics, Health Physics, Physical Sciences With Topics In Atomic, Radiation And Nuclear Sciences or Nuclear Engineering
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks
Previous relevant work experience required
The role requires six (6) years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the Radiation Protection Act • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Honesty and integrity • Managerial skills • Creativity • Team Leader • Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Radiation Protection Officer II**
Job Group:	K
Ministry:	Ministry of Health
State Department:	N/A
Department:	Radiation Protection Board
Division:	Inspection and Licensing
Section / Unit:	N/A
Location / Work station:	Radiation Protection Board
Reporting Relationships	
Reports to:	Senior Radiation Protection Officer
Direct reports:	N/A

Job Purpose

To assist the Ministry of Health achieve its overall mandate by protecting radiation workers, the public and the environment from the harmful effects of ionizing radiations.

Key Responsibilities / Duties

I. Managerial/ Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: License radiation workers

- Receive applications for registration and licensing from radiation workers.
- Verify the applications submitted by radiation workers to ensure that they have the requisite qualification and requirements.
- Make relevant recommendations for the approval of licenses to the Licensing and Technical Advisory Committee.
- Prepare licenses for approved documentation.

Responsibility 2: License facilities

- Receive applications from radiation facilities.
- Visit the radiation facilities to provide technical advice.
- Carry out radiation safety assessment of constructed facilities.
- Make relevant recommendations for the approval of the licences by the Licensing and Technical Advisory Committee.
- Prepare licences for approved documentation.

Responsibility 3: Issue import/export licences and transport authority

- Receive application from importers and exporters of radiation producing devices/ radioactive materials.
- Verify application credentials submitted to ensure that the required supporting documentation has been provided.
- Prepare and issue licenses to the importers and exporters.
- Extends issued license where applicable for importers and exporters.
- Issue authority to transport radioactive materials and provide escorts from one destination to the other.

Responsibility 4: Ensure protection of radiation workers

- Ensure radiation workers are monitored for radiation doses.
- Receive monthly dose reports from radiation workers at both public and private facilities.
- Evaluate dose reports in order to make relevant recommendations.
- Take appropriate action as per the recommendations made.

Responsibility 5: Inspect radiation facilities nationally

- Check on licensing of facilities and workers to ensure compliance with radiation safety requirements.
- Check and confirm disposal of radioactive waste, radiation leakage, availability of protective gear, quality assurance and perform tests in the facilities to ensure adherence to radiation safety requirements disposal of radioactive waste.

Responsibility 6: Radioanalysis of consumables and other imports/exports

- Take samples from consumables and other imports/exports.
- Analyse samples to check on radioactivity levels.
- Issue certificate of radioanalysis to the applicant.
- Take appropriate action according to the radioanalysis results.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture, computer and electronic accessories and various office stationary

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping and general custodianship of office licence certificate books and licences/ certificates to be issued

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work in terms of scheduling and planning for allocated duties

IV. Working Conditions:

Physical challenges

Nature: Radiation and radioactive hazards

Frequency: Weekly

Working at non-standard hours

Nature: On call to respond to a nuclear and radiological incidents and emergencies

Frequency: Daily

Out of station travelling

Nature: Carry out inspections, field work and to provide escort

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Science Degree in either Radio Physics, Radiochemistry, Biophysics, Medical Physics, Health Physics, Physical Sciences With Topics In Atomic, Radiation And Nuclear Sciences or Nuclear Engineering

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role is an entry position.

Functional Skills	**Behavioural Competencies/Attributes**

• Knowledge on legal and regulatory framework as envisaged in radiation protection act Cap 243 • Protection orders and requirements into programs, plans, procedures, and safety documentation related to design and operation of radiation facilities • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive	• Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Radiation Protection Officer II - Field**
Job Group:	K
Ministry:	Ministry of Health
State Department	N/A
Department	Radiation Protection Board
Division:	Inspection and Licensing
Section / Unit:	Radiation Control Inspectorate
Location / Work station:	Mombasa Port
Reporting Relationships	
Reports to:	Senior Radiation Protection Officer
Direct reports:	N/A
Job Purpose	
To enforce nuclear and radiation safety standards in private and public facilities (medical and industrial). The role also protects the public and environment from radioactive materials exposure (ionising radiation).	
Key Responsibilities / Duties	
I. Managerial/ Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Carry out radiation surveys in radiation facilities • Inspect private and public radiation facilities. • Update radiation facilities and workers register. • Process licenses application for radiation facilities and workers. **Responsibility 2: Prevent illicit trafficking of radioactive materials(Mega Port Initiative)** • Perform tertiary inspection of suspect containers. • Advise other stakeholders on the Mega Port Initiative (Kenya Ports Authority customers). • Ensure all radiation portal monitors are working-reporting. **Responsibility 3: Radio analysing of consumer goods (imports/exports)** • Sample imports/ exports. • Deliver samples of radiation service providers. • Interpret the results and advises accordingly.	

- Facilitate on board scanning of used motor vehicles (imports).

Responsibility 4: Undertake training programs

- Train border control and frontline officers on radiation detection.
- Train industrial radiation workers in radiation safety and security.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of computer desktop and radiation survey equipment

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of physical files for radiation workers and radiation facilities, an electronic database and copies of cheques/receipts.

D. Any other

N/A

III. Decision Making:

The role is responsible for communicating with radiation facilities administrators to apply for their annual licenses through SMS, email or WhatsApp

IV. Working Conditions:

Physical challenges

Nature: Possible injuries from the movement of machinery in the port of Mombasa when performing tertiary inspections and possible exposure to radiation.

Frequency: Daily

Working at non-standard hours

Nature: On-call basis as one may be called upon to scan containers on Sunday or supervise industrial radiography welders at night.

Frequency: Ad hoc

Out of station travelling

Nature: To attend stakeholder meetings.

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Bachelor of Science in either Radio Physics, Radio Chemistry, Bio Physics, Medical Physics, Health Physics, Physical Sciences With Topics In Atomic, Radiation And Nuclear Sciences or Nuclear Engineering	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the Radiation Protection Act, CAP 243 of the Laws of Kenya • Interpersonal • Policy implementation • Oral/ written communication • Administrative • Problem solving • Target setting • Delivery on work plans • Proactive • Computer literate	• Honesty and integrity • Able to work with diverse cultures • Proactive working attitudes • Creative and innovative • Organisational, managerial and administrative abilities • Ability to get on well with diverse workforce • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovation • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

SECTION TWO: COMMON ROLES

10. DEPARTMENT OF ADMINISTRATION

10.1 General Administration

Job Title:	**Principal Administrative Secretary**
Job Group:	U
Ministry:	Ministry of Health
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Other Heads of Department

Job Purpose

To provide overall strategic leadership and policy direction in the Administration function and coordinate preparation of Administration plans to support the implementation of the Ministry's core mandates as per the Strategic Plan and Performance Contract.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Holistically ensures the implementation of Administration policies, rules and regulations and their impact on strategic planning and key performance management principles

- Advise the Ministry, Departments and Ministry Agencies on general government policies on Administration issues.
- Co-ordinate and ensure compliance and interpretation of general administrative laws and other statutes that impact on the overall administration at the Ministry/ Departments.
- Advise Authorised Officer on the exercise of delegated powers in consultation with Human resource division and ensuring that professional administration standards are maintained and adhered to within the confines of the prescribed law.
- Coordinate the collection, collation and synthesis of information to inform development of administration policies, rules and regulations in the Public Service.

Responsibility 2: Formulation and dissemination of policies, programmes and strategic plans

- Initiate and advise on the formulation and dissemination of policies, programmes and strategic plans for the Administration Division.
- Oversee implementation of the policies, programmes and strategic plans to their logical conclusion.
- Provide advice and guidance to Administration staff on technical areas in regard to the policies, programmes and strategic plans and how they are to be carried out professionally.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Representing the Principal Secretary in various meetings and in stakeholders' fora

- Act as a link to the Principal Secretary by representing him in various meetings and in stakeholders' fora.
- Brief the Principal Secretary on the deliberations arising from the various meetings and stakeholders fora.

Responsibility 2: Supervising, managing and developing of Administration staff

- Oversee the overall supervision, management and development of Administration staff and ensure implementation of relevant policy programmes relevant to the division.
- Ensure implementation of relevant policy programmes relevant to the division and encourages continuous development of staff in their career.

Responsibility 3: Coordinating and mobilising resources for effective service delivery

- Coordinate the overall mobilization of resources in the Administration division for effective service delivery.
- Ensure prudent use of such resources for the benefit of staff in the division and for the facilitation of speedy and tangible results.
- Advise on the forward when there are gaps and challenges on inadequacy of resource allocation.

Responsibility 4: Monitoring and evaluating implementation of policies, programmes, strategic plans and performance contract for the ministry

- Oversee the monitoring and evaluating implementation of policies, programmes, for the ministry by consulting the relevant departments on the action taken on the specific areas outlined in the Ministry Strategic plan and Performance Contract.

- Advise the Principal Secretary on the implementation process of the two documents (Strategic plan and Performance Contract) in consultation with the relevant departments.

Responsibility 5: Coordinating parliamentary policy matters, official functions and litigation matters affecting the ministry

- Coordinate and ensure parliamentary policy matters, official functions and litigation matters affecting the ministry are handled and implemented quickly by the respective officers.
- Liaise and advise the Principal Secretary on the pertinent issues relating to the policy matters, official functions and litigation matters affecting the ministry and how they are to be solved legally and professionally.

III. Operational Responsibilities

Responsibility 1 : Coordinating support services

- Coordinate support services in Ministry which encompass Human Resources, Finance, Accounts, Supply Chain Management, Public Communication and Protocol matters.
- Advise those units on some technical aspects of their operations and any adjustments in terms of general performance.

Responsibility 2: Coordinates Project implementation and monitoring in the Ministry

- Liaise with relevant departments/divisions/Units on the status of Ministry Projects and the level of implementation.
- Oversee the records maintenance of the Projects and advises on the way forward on non –implementation.
- Coordinate and ensure prudent use of the allocated funds to the projects in the Ministry.

Responsibility 3: Spearheading of Performance Contract for the Department

- Spearhead and monitor annually agreed staff performance targets in the performance contract for the Administration Division.
- Appraise staff in the Administration function on the agreed annual performance targets.

Responsibility 4: Initial action on complaints and petitions

- Oversee and professionally take initial action on complaints and petitions matters relating to the Ministry.
- Ensure expeditious responses to complaints and petitions matters.

- Coordinate and ensure that a record is maintained of the complaints and petitions matters and the action taken.

Responsibility 5: Coordination of the preparation of Cabinet Memoranda and Policy Papers

- Supervise the preparation of Cabinet Memoranda and Policy Papers.
- Guide and advice on the intricate matters arising from the preparation of Cabinet Memoranda and Policy Papers and the way forward to handle any challenges emanating from them.

Responsibility 6: Handling of legal issues

- Coordinate the handling of legal issues in the Ministry and ensures queries raised are responded to by the relevant Unit with minimum delay.
- Brief the Principal Secretary and the Cabinet Secretary in consultation with relevant Unit on the legal queries concerning the ministry and the solutions thereto.

Responsibility 7: Handling of Ministerial assets and land matters

- Coordinate the maintenance of Ministerial assets and ensures an Inventory is available of all the assets in the Ministry.
- Handles land matters relating to the Ministry in consultation with the Ministry Legal Unit and advises on the way forward where challenges occur.
- Ensures an inventory is available of all land allocations to the Ministry.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the following financial aspects:

- The role also oversees the spending by different departments within the Ministry in line with their budgets.
- The role is an AIE holder for the Department.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Equipment within the Directorate and those allocated to the role holder

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for ministry:

- On all matters relating to Administration in the Ministry, the role holder is the substantive decision maker. Some of these decisions require communication and ratification by the Principal Secretary and by extension, the Cabinet Secretary.

IV. Working Conditions:

Physical challenges

The role holder is not required to experience physical challenges when performing the role.

Working at non-standard hours

Nature : The role holder is expected to work standard hours but may be called upon to work outside the normal hours based on the workload and urgency of matters at hand.

Frequency : Monthly

Out-of-station travelling

Nature : Officially, the job holder works at the headquarter office but travels out of station on meetings and other strategic engagements relating to the Ministry affairs.

Frequency : Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

For appointment to this role, the following academic qualification(s) is a requirement:
Master's degree in Social Sciences.

Professional Qualifications / Membership to professional bodies

- Strategic Leadership Development Programme.
- Certificate in computer application skills from a recognised institution.

Previous relevant work experience required

The role requires 27 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioral Competencies/Attributes:**

• Public Administration Skills • Resource management skills • Coaching/Managing performance • Driving for outcomes • Establishing strategic directions • Leading change • Building organisational capability • Policy Development • Influencing, persuasion and negotiation • Protocol and diplomacy • Risk management • Effective communication skills • Policy and strategy implementation • Strategic People management • Public service focus • Delivery of quality results • Ability to delegate visionary • High standards of professional ethics • Meritocracy	• Ability to articulate, interpret and implement national and International policies and development goals • Organizational, conceptual, managerial and decisive abilities • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional Intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Deputy Secretary Administration**
Job Group:	R
Ministry:	Ministry of Health
State Department:	N/A
Department:	General Administration Services
Division:	Administration
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Administration
Direct reports:	Deputy Secretary Administration

Job Purpose

To enhance smooth operations at the Ministry of Health by coordinating the day to day administration activities.

Key Responsibilities / Duties

I. Policy Responsibilities

II. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinate Government business in the Ministry

- Ensure successful holding of Ministry events through coordination and facilitation.
- Lead in the establishment of multi-discplinary committees to handle Ministry business.

Responsibility 2: Coordinate activities touching on state corporations and statutory bodies within the Ministry

- Represent the Ministrys senior management at state corporations and statutory bodies.
- Provide oversight on specific issues on the ground and intervenes as and when necessary (Ensures technical issues are solved).

Responsibility 3: Coordinate and ensure timely response to parliamentary business

- Provide the required information and responses to issues raised by parliament as and when required.
- Prepare ministerial statements, briefs and reports in coordination with the technical departments.

Responsibility 4: Ensure intergrity and ethical conduct within the Ministry

- Ensure that their is compliance within the Ministry with the Civil Service Code of Conduct.
- Chair disciplinary committees in the Ministry.

Responsibility 5: Coordinate adminstrative matters in Ministry/ Departments

- Oversee the applications for training and ensuring that the right desicions are made.
- Chair the safety and security committee.
- Ensure that the Ministry is well represented for litigation and chairs the legal committee.
- Facilitate mobilisation of resources for effective public service delivery.
- Participate in ISO committee meetings.

Responsibility 6: Supervision of subordinate officers

- Carry out bi-annual and annual performance reviews.
- Take disciplinary action on officers.
- Identify training needs for the subordinate officers.

II. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture and fittings, computer accessories and a vehicle.

B. Land

N/A

C. Records, data, information, confidential information.

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team on scheduling and allocating duties.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree or post graduate Diploma in any Social Science from a recognized institution.

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

Previous relevant work experience required

The role requires 21 year(s) of cumulative relevant experience.The role require one to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	Behavioural Competencies/Attributes
• Adaptability • Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management • Analytical Problem Solving and Decision Making • High Standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results

• Managerial and administrative skills • Interpersonal skills • Leading Teams • Financial Acumen • Coping with pressure and setbacks • Empowering/delegating • Coaching/mentoring • Managing performance • Computer literacy skills	• Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Secretary Administration**
Job Group:	Q
Ministry:	Ministry of Health
State Department:	N/A
Department:	Administration
Division:	Administration
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Secretary Administration
Direct reports:	Under Secretary

Job Purpose

To enhance smooth operations at the Ministry of Health by coordinating the day to day administration activities.

Key Responsibilities / Duties

I. Policy Responsibilities

II. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinate Government business in the Ministry

- Ensure successful holding of Ministry events through coordination and facilitation.
- Lead in the establishment of multi-discplinary committees to handle Ministry business.

Responsibility 2: Coordinate and ensure timely response to parliamentary business

- Provide the required information and responses to issues raised by parliament as and when required.
- Prepare ministerial statements, briefs and reports in coordination with the technical departments.

Responsibility 3: Ensure intergrity and ethical conduct within the Ministry

- Ensure that their is compliance within the Ministry with the Civil Service Code of Conduct.
- Coordinate measures and activities to mitigate against HIV/AIDs.

Responsibility 4: Coordinate adminstrative matters in Ministry/ Departments

- Oversee the applications for training and ensuring that the right desicions are made.

- Ensure that the Ministry is well represented for litigation and chairs the legal committee.
- Facilitate mobilisation of resources for effective public service delivery.
- Participate in ISO committee meetings.

Responsibility 5: Supervision of subordinate officers

- Carry out bi-annual and annual performance reviews.
- Take disciplinary action on officers.
- Identify training needs for the subordinate officers.

Responsibility 6: Coordinate activities touching on state corporations and statutory bodies within the Ministry

- Represent the Ministrys senior management at state corporations and statutory bodies.
- Provide oversight on specific issues on the ground and intervenes as and when necessary (Ensures technical issues are solved).

III. Operational Responsibilities / Duties

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of office furniture and fittings, computer accessories and a vehicle.

B. Land

N/A

C. Records, data, information, confidential information.

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team on scheduling and allocating duties.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree or post graduate Diploma in any Social Science from a recognized institution.

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

Previous relevant work experience required

The role requires 18 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	Behavioural Competencies/Attributes
• Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management • Analytical Problem Solving and Decision Making • High Standards of professional ethics • Responsive, prompt, effective, impartial and equitable provision of services • Target setting • Managerial and administrative skills • Interpersonal skills	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation

• Leading Teams • Managing performance • Computer literacy skills	

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Under Secretary - Administration**
Job Group:	P
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Secretary
Direct reports:	Senior Assistant Secretary

Job Purpose

To support the Ministry in effective execution of administrative matters and ensuring implementation of government programs and projects.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervision of Subordinate Staff

- Allocate duties to and monitors performance of support staff within the Ministry.
- Coordinate staff welfare matters such as bereavements, work environment, relationships, motivation, etc.
- Appraise and guides staff within administration on their duties according to work plans, performance contracts and departmental mandates.
- Monitor subbordinate staff on their specific duties and functions on a day to day basis.

Responsibility 2: Management of Special Units within Administration

- Oversee the management of units such as transport, telephone, secretarial, clerical, office services, registry, etc.
- Oversee the implementation of performance contract targets as well as daily administrative matters.
- Coordinate implementation of integrity related matters in the Ministry through liaison with the relevant bodies and committees.
- Coordinate the activities of various committees within the Ministry such as Procurement Committe, HIV/AIDS committee, Integrity Committee, Land Committee,

Work Environment Committee, Resolution of Public Complaints Committee, Security and Safety Committee, etc.

Responsibility 3: Management of Staff Discipline Matters

- Manages disciplinary matters for staff within the division and takes appropriate action where necessary.
- Report disciplinary matters where necessary to relevant departments and commiittees for action.
- Supervise staff on disciplinary cases to ensure compliance with recommendations of the relevant authorities.
- Lead staff members in ensuring adherence to disciplinary matters, roles and procedured of the service.

Responsibility 4: Management of Ministry Resources

- Ensure prudent use and management of financial and other resources allocated to the department.
- Audit the use of resources to ensure compliance with budgets/plans.
- Ensure safe custody of government of equipment of records allocated to the division and role holder.

II. Operational Responsibilities

Responsibility 1: Preparation and follow up of staff training needs and projections

- Liaise with staff within the unit to provide training needs requirements for consolidation and forwarding to the Human Resource unit.
- Inform staff on new government policie and programs relevant to the Ministry together with responsibilities relating to it.
- Train and guides staff on relevant and specific areas relating to the unit to enhance their capacity.
- Liaise with Human Resource Development on effectiveness of the trainings conducted.

Responsibility 2: Draft concept papers, memos and speeches

- Draft concept papers on policy matters related to the division/unit for review and consolidation into Ministerial policy documents.
- Write briefs and speeches for presentation by the CS/PS on national days, Ministerial functions and special holidays.
- Draft memos, briefs and reports for communication with the Ministry.

- Take minutes in committees such as Senior Management Committee meetings as the Secretary to the committee.
- Coordinate the formulation and implementation of national policies relating to the Ministry's mandate.
- Represent the Ministry in inter-agency meetings.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Motor Vehicles and Transport equipment and keys; Office Equipment, accessories, furniture and other equipment allocated to the user.

B. Land

N/A

C. Records, data, information, confidential information

Motor Vehicle Records, Records related to integrity and ethics issues, Records of minutes of senior staff meetings, Records on Work Environment, Public Complaints, Safety and Security.

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for team

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station to attend meetings on policy making

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters Degree on Social Sciences from a recognized institution
Professional Qualifications / Membership to professional bodies
• Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution. • Public Administration course from Kenya School of Government. • Administrative Officers Paramilitary course. • Administrative Officers Induction course.
Previous relevant work experience required
The role requires 15 year(s) of cumulative relevant experience and to have served in a direcly subordinate role for a minimum period of 3 year(s).

Functional Skills	**Behavioural Competencies/Attributes**
• Adaptability • Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management • Analytical Problem Solving and Decision Making • High Standards of professional ethics • Target setting • Managerial and administrative skills • Leading Teams • Financial Acumen • Computer literacy skills	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Secretary Cadet**
Job Group:	J
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Secretary
Direct reports:	N/A

Job Purpose

To support the Ministry in effective execution of administrative matters and ensuring implementation of government programs and projects.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Management of Special Units within Administration

- Ensure the management of units such as transport, telephone, secretarial, clerical, office services, registry, etc.
- Ensure the implementation of performance contract targets as well as daily administrative matters.
- Ensure implementation of integrity related matters in the Ministry through liaison with the relevant bodies and committees.
- Participate in the activities of various committees within the Ministry such as Procurement Committe, HIV/AIDS committee, Integrity Committee, Land Committee, Work Environment Committee, Resolution of Public Complaints Committee, Security and Safety Committee, etc.

Responsibility 2: Management of Ministry Resources

- Ensure prudent use and management of financial and other resources allocated to the department
- Audit the use of resources to ensure compliance with budgets/plans

- Ensure safe custody of government of equipment of records allocated to the division and role holder

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Motor Vehicles and Transport equipment and keys; Office Equipment, accessories, furniture and other equipment allocated to the user

B. Land

N/A

C. Records, data, information, confidential information

Motor Vehicle Records, Records related to integrity and ethics issues, Records of minutes of senior staff meetings, Records on Work Environment, Public Complaints, Safety and Security

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for team

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree on Social Sciences from a recognized institution.

Professional Qualifications / Membership to professional bodies

N/A	
Previous relevant work experience required	
The role is an entry level position	
Functional Skills	**Behavioural Competencies/Attributes**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Clerical Officer**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	
Direct reports:	Senior Clerical Officer

Job Purpose

The purpose of the role is to implement general registry, supplies, accounts office or general office services, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinates clerical work in the section

- Supervise and guides staff working under him/her.
- Ensure maintenance of general cleanliness and security of buildings and equipment.
- Plan office accommodation and layout.
- Induct new clerical officers in the section.

II. Operational Responsibilities

Responsibility 1: Processes documents and implements actions on promotions, payments, deductions, transfers, dismissals, deletions and stoppages

- Prepare payment vouchers.
- Distribute monthly by-products e.g. lists of net pay and deductions indicating where proportions of salaries have been remitted to, to various financial institutions in soft copies and hard copies.
- Implements promotions to various cadres using the Integrated Payroll Personnel Database (IPPD) system.
- Capture third party deductions.

- Implement stoppages of salaries on the account of absence, sick leave, study leave, noncompliance and any other Human Resource Management related decisions.
- Process deletions on the account of death, dismissal, resignation, and or retirement.
- Process transfers, both internal and external/inter-ministerial transfers.
- Process documents for issue of licence or certificate under relevant Acts.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office computers, printers, cameras and other electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Ministry/ Department information

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
Proficiency Examination for Clerical Officers.
Previous relevant work experience required.
The role requires 12 years of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Information Communication Technology (ICT) certificate • Have knowledge of government acts	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Clerical Officer**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Clerical Officer
Direct reports:	Clerical Officer I and II

Job Purpose

To support the department tin processing of information in relation to data, records and filing.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Record and data processing and management

- Verify compiled statistical records for accuracy.
- Maintain vote book and checks entries for accuracy.

Responsibility 2: Sort, file and dispatch letter's and maintaining efficient filing system

- Receive, record and file letters from the public.
- Dispatch letters and maintains an efficient filing system.
- Trace files and records them in movement register.
- Open and close files and volumes.
- Ensure letters are handled in a confidential manner.

Responsibility 3: Prepare payment vouchers

- Ensure the vouchers have sufficient attachments.
- Ensure that the accounts are correct.
- Ensure that vouchers are charged to the right vote book.

- Ensure vouchers are signed by AIE holder.

Responsibility 4: Computation of financial or statistical records

- Prepare statistical records as requested on information processed.
- Check availability of funds.
- Project annual estimates and revised estimated.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the following office furniture and electronics and associated accessories.

B. Land:

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the payment vouchers, vote book and cash book.

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self, but have some impact on team members or external parties

- Planning for self and team on daily assignments and on identified improvements on work performance for team individuals

IV. Working Conditions:

Physical Challenges:

Nature:

- Exposure to dust
- Injury from pins

Frequency: Daily

Working at non-standard hours:

N/A

Out-of-station travelling

Nature: The role travels to collect stationery and other supplies

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications from a recognised institution
- To have passed the Proficiency Examination for Clerical Officers

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	Behavioural Competencies/Attributes:
• Basic accounting • Records management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Clerical Officer I**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Clerical Officer
Direct reports:	N/A

Job Purpose

To support the department in processing of information in relation to data, records and filing

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Compiling statistical records

- Update the staff establishment in the system .e.g. changed due to new recruits, transfers, promotions, dismissals, disciplinary, deaths.

Responsibility 2: Sort, file and dispatches letters and maintaining an efficient filing system

- Receive, records and files letters received from the public.
- Dispatch letters and maintain an efficient filing system for action/to the action officers.
- File and maintain the documents.
- Organise the file controls.
- Trace files and recording them in the movement register.
- Open and close files and volumes especially for new recruits.

Responsibility 3: Process appointments, promotions, discipline cases, transfers and other related duties in human resources management

- Confirm the requirements needed for promotion and appointment
- Ensure there are sufficient copies.

- Ensure the letter is handled in the confidentiality it deserves.

Responsibility 4: Prepare payment vouchers

- Ensure that the vouchers have sufficient attachment.
- Ensure the vouchers are signed by the AIE holder.
- Ensure that they are charged in the correct vote.
- Ensure that the account numbers are correct.

Responsibility 5: Compute financial or statistical records based on routine or special sources of information

- Prepare statistical records as requested on all information processed in relation to transfers, deaths, new recruits etc. for quarterly report on hard and soft copies.
- Attend budget meetings.
- Project annual estimates and revised estimates.
- Check availability of funds.

Responsibility 6: Compiling data and Drafting simple official covering letters

- Confirm from the schemes of service that the requirement of the request are met.
- Confirm promotion by ensuring that the letters have been signed.
- Draft the official cover letters.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronics

B. Land

N/A

C. Records, data, information, confidential information

Personnel files and subject issue files

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities
IV. Working Conditions:
Physical Challenges: N/A **Working at non-standard hours:** N/A **Out-of-station travelling** N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Kenya Certificate of Secondary Education (KCSE), mean Job Group "C" or recognised equivalent certificate
Professional Qualifications / Membership to professional bodies
Proficiency examination for clerical officers.
Previous relevant work experience required.
The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge in the field of specialization • Computer Application Certificate	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Clerical Officer II**
Job Group:	F
Ministry	Health
State Department:	N/A
Department:	Health
Division:	
Section / Unit:	
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Senior Clerical Officer
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement Ministerial Human Resource Advisory committee decisions in the Human Resource Management Unit, general registry, supplies, accounts office or general office services under close supervision and guidance of a more senior officer and will be subject to regular checks and verification.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Compile statistical records

- Update the staff establishment in the system .e.g. changed due to new recruits, transfers, promotions, dismissals, disciplinary, deaths.

Responsibility 2: Sort, file and dispatch letters and maintain an efficient filing system

- Receive, record and file letters received from the public.
- Dispatch letters and maintain an efficient filing system for action/to the action officers.
- File and maintain the documents.
- Organise the file controls.
- Trace files and record them in the movement register.
- Open and close files and volumes especially for new recruits.

Responsibility 3: Carry out specialised tasks related to accounting transactions

- Keep invoices, receipts and other records.

- Prepare payment vouchers.
- Prepare Pay Change Advices (PCAs).

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture, computers, associated accessories and electronics

B. Land

N/A

C. Records, data, information, confidential information

Personnel files and subject issue files

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "C" or recognised equivalent certificate.
Professional Qualifications / Membership to professional bodies
Proficiency examination for clerical officers.
Previous relevant work experience required.
The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Filing and basic data capturing • Proficiency in computer applications	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Driver**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter – Nairobi
Reporting Relationships	
Reports to:	
Direct reports:	Chief Driver

Job Purpose

To provide transport services for authorised trips using the vehicle assigned to him/her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle, and also supervise other drivers in a small unit when required.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervise other drivers in a small unit when required

- Supervise and guides other drivers in a small unit when required.

II. Operational Responsibilities

Responsibility 1: Drive motor vehicles as authorised

- Transport officers and staff as authorised.
- Collect and drops mail for different offices and Ministries as assigned and authorised.

Responsibility 2: Carry out routine checks and maintenance of vehicles

- Check the vehicle's cooling, oil, electrical and break systems, tyre pressure etc.
- Detect and reports malfunctioning of the vehicle systems, and indicate defects if present at the back of the work ticket and ensure the Authorising Officer signs.
- Report to the Transport Officer when the vehicle is due for service.

Responsibility 3: Ensure security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work.
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to.

- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 4: Ensure safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.
- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 5: Maintenance of work tickets for vehicles assigned

- Attain authorisation for every trip before the vehicle leaves the station.
- Open and close the Transport-Daily Work Ticket and ensure departure and end times, and mileage are recorded.
- Ensure closure of the work ticket at the end of each month and return the work ticket to the Transport Officer for filing.

Responsibility 6: Maintain cleanliness of the vehicle(s)

- Wash and dust the assigned vehicle.
- Maintain neatness and clear space inside the assigned vehicle.

Responsibility 7: Ensure the vehicle is fuelled

- Maintain acceptable fuel levels all the time.
- Take the vehicle to the petrol station for filling.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Assigned vehicle(s), vehicle(s) keys and all accessories therein.

B. Land

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes Transport-Daily Work Ticket(s) and records of quotations for defects.

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of what routes to take and, departure and return times; in the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education with mean Job Group "D" or its equivalent qualification

Professional Qualifications / Membership to professional bodies

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive
- Passed the Occupational Test I for Drivers
- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification

Previous relevant work experience required.

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Outstanding professional competence and integrity in work performance results	• Organizational, managerial and administrative abilities

• Suitability Test for Drivers Job Group III conducted by the Ministry of Roads and Public Works • First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways & Building Technology (KIHBT) or any other recognised Institution • Refresher course for drivers lasting not less than one (1) week within every three years at Kenya Institute of Highways & Building Technology (KIHBT) or any other recognised Institution • A valid certificate of Good Conduct from the Kenya Police (renewable every two (2) years) • Any other recognised qualifications as may be adjusted to be equivalent by the Permanent Secretary, Ministry of State for Public Service	• Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player • Vigilance

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Chief Driver**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Driver
Direct reports:	Senior Driver

Job Purpose

The chief driver will support the implementation of the Ministry's mandate (strategic plan) through the provision of transport services for authorised trips using the vehicle assigned to him /her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1:Drive a motor vehicle as authorised

- Transport officers and staff as authorised
- Collect and drop mail for different offices and Ministries as assigned and authorized

Responsibility 2: Carry out routine checks and maintenance of vehicles

- Check the vehicle's cooling, oil, electrical and break systems, tyre pressure etc.
- Detect and reports malfunctioning of the vehicle systems, and indicate defects if present at the back of the work ticket and ensure the Authorising Officer signs
- Report to the Transport Officer when the vehicle is due for service

Responsibility 3: Ensure security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work.
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to.

- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 4: Ensure safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.
- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 5: Maintenance of work tickets for vehicles assigned

- Attain authorisation for every trip before the vehicle leaves the station.
- Open and close of the Transport-Daily Work Ticket and ensure departure and end times, and mileage are recorded.
- Ensure the closure of the work ticket at the end of each month and return the work ticket to the Transport Officer for filing.

Responsibility 6: Maintaining cleanliness of the vehicle(s)

- Wash and dust the assigned vehicle.
- Maintain neatness and clear space inside the assigned vehicle.

Responsibility 7:Ensuring the vehicle is fuelled

- Maintain acceptable fuel levels all the time.
- Take the vehicle to the petrol station for filling.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned vehicle(s), vehicle(s) keys and all accessories therein

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the department's information, including:

- Transport-Daily Work Ticket(s)
- Records of quotations for defects

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Routes and, departure and return times.
- In the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed.
- Setting annual performance appraisal targets.

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to dust and fog can cause accidents

Frequency: Daily

Working at non-standard hours:

Nature: On call in case of emergencies and while in the field the role may work long hours

Frequency: Ad hoc

Out-of-station travelling

Nature: Travels daily due to nature of work

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate.

Professional Qualifications / Membership to professional bodies

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive.
- First Aid Certificate from St. Johns Ambulance services.
- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification from a recognised institution.





• Passed the Occupational Test I for Drivers. • Certificate of good conduct.
Previous relevant work experience required.
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years

Functional Skills:	**Behavioural Competencies/Attributes:**
• First aid • Defensive	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Driver**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Driver
Direct reports:	Driver I, II and III

Job Purpose

The Senior Driver will support the implementation of the Ministry's mandate (strategic plan) through the provision of transport services for authorised trips using the vehicle assigned to him /her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1:Drive a motor vehicle as authorised

- Transport officers and staff as authorised.
- Collect and drop mail for different offices and Ministries as assigned and authorized.

Responsibility 2: Carry out routine checks and maintenance of vehicles

- Check the vehicle's cooling, oil, electrical and break systems, tyre pressure etc.
- Detect and report malfunctioning of the vehicle systems, and indicate defects if present at the back of the work ticket and ensure the Authorising Officer signs
- Report to the Transport Officer when the vehicle is due for service

Responsibility 3: Ensure security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to

- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 4: Ensuring safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.
- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 5: Maintenance of work tickets for vehicles assigned

- Attain authorisation for every trip before the vehicle leaves the station
- Open and close of the Transport-Daily Work Ticket and ensure departure and end times, and mileage are recorded
- Ensure the closure of the work ticket at the end of each month and return the work ticket to the Transport Officer for filing

Responsibility 6: Maintain cleanliness of the vehicle(s)

- Wash and dusting the assigned vehicle
- Maintain neatness and clear space inside the assigned vehicle

Responsibility 7:Ensuring the vehicle is fuelled

- Maintain acceptable fuel levels all the time
- Take the vehicle to the petrol station for filling

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned vehicle(s), vehicle(s) keys and all accessories therein.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the department's information, including:

- Transport-Daily Work Ticket(s)
- Records of quotations for defects

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Routes and, departure and return times
- In the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed
- Setting annual performance appraisal targets

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to dust and fog can cause accidents

Frequency: Daily

Working at non-standard hours:

Nature: On call in case of emergencies and while in the field the role may work long hours

Frequency: Ad hoc

Out-of-station travelling:

Nature: The role travels daily due to nature of work

Frequency: Daily

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate

Professional Qualifications / Membership to professional bodies

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive
- First Aid Certificate from St. Johns Ambulance services
- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification from a recognised institution

• Passed the Occupational Test I for Drivers • Certificate of good conduct	
Previous relevant work experience required.	
The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.	
Functional Skills:	**Behavioural Competencies/Attributes:**
• First aid • Defensive	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Driver I**
Job Group:	F
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Driver
Direct reports:	

Job Purpose

The Driver will support the implementation of the Ministry's mandate (strategic plan) through the provision of transport services for authorised trips using the vehicle assigned to him /her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1:Driving a motor vehicle as authorised

- Transport officers and staff as authorised.
- Collect and drop mail for different offices and Ministries as assigned and authorized.

Responsibility 2: Carry out routine checks and maintenance of vehicles

- Check the vehicle's cooling, oil, electrical and break systems, tyre pressure etc.
- Detect and reports malfunctioning of the vehicle systems, and indicate defects if present at the back of the work ticket and ensure the Authorising Officer signs.
- Report to the Transport Officer when the vehicle is due for service.

Responsibility 3: Ensure security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work.
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to.

- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 4: Ensure safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.
- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 5: Maintenance of work tickets for vehicles assigned

- Attain authorisation for every trip before the vehicle leaves the station.
- Open and closes of the Transport-Daily Work Ticket and ensure departure and end times, and mileage are recorded.
- Ensure the closure of the work ticket at the end of each month and return the work ticket to the Transport Officer for filing.

Responsibility 6: Maintaining cleanliness of the vehicle(s)

- Wash and dusting the assigned vehicle.
- Maintain neatness and clear space inside the assigned vehicle.

Responsibility 7: Ensure the vehicle is fuelled

- Maintain acceptable fuel levels all the time.
- Take the vehicle to the petrol station for filling.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned vehicle(s), vehicle(s) keys and all accessories therein

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the department's information, including:

- Transport-Daily Work Ticket(s)
- Records of quotations for defects

D.Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Routes and, departure and return times.
- In the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed.
- Setting annual performance appraisal targets.

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to bad terrain during road construction

Frequency: Daily

Working at non-standard hours:

Nature: On call in case of emergencies while in the field the role may work long hours

Frequency: Ad hoc

Out-of-station travelling

Nature: The role travels to the Ministry

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate.

Professional Qualifications / Membership to professional bodies

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive.
- First Aid Certificate from St. Johns Ambulance services.
- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification from a recognised institution.
- Passed the Occupational Test I for Drivers.
- Certificate of good conduct.

Previous relevant work experience required.	
The roles requires to have 6 years cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.	
Functional Skills:	**Behavioural Competencies/Attributes:**
• First aid • Defensive	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Driver II**
Job Group:	E
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Driver
Direct reports:	None

Job Purpose

The driver will support the implementation of the Ministry's mandate (strategic plan) through the provision of transport services for authorised trips using the vehicle assigned to him /her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1:Drive a motor vehicle as authorised

- Transport officers and staff as authorised.
- Collect and drop mail for different offices and Ministries as assigned and authorized.

Responsibility 2: Carry out routine checks and maintenance of vehicles

- Check the vehicle's cooling, oil, electrical and break systems, tyre pressure etc.
- Detect and reports malfunctioning of the vehicle systems, and indicate defects if present at the back of the work ticket and ensure the Authorising Officer signs.
- Report to the Transport Officer when the vehicle is due for service.

Responsibility 3: Ensure security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work.
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to.

- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 4: Ensuring safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.
- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 5: Maintenance of work tickets for vehicles assigned

- Attain authorisation for every trip before the vehicle leaves the station.
- Open and closes of the Transport-Daily Work Ticket and ensure departure and end times, and mileage are recorded.
- Ensure the closure of the work ticket at the end of each month and return the work ticket to the Transport Officer for filing.

Responsibility 6: Maintaining cleanliness of the vehicle(s)

- Wash and dusting the assigned vehicle.
- Maintain neatness and clear space inside the assigned vehicle.

Responsibility 7:Ensure the vehicle is fuelled

- Maintain acceptable fuel levels all the time.
- Take the vehicle to the petrol station for filing.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned vehicle(s), vehicle(s) keys and all accessories therein

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the department's information, including:

- Transport-Daily Work Ticket(s)
- Records of quotations for defects

D.Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Routes and, departure and return times.
- In the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed.
- Setting annual performance appraisal targets.

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to bad terrain during road construction

Frequency: Daily

Working at non-standard hours:

Nature: The role is required to be on call in case of emergencies and while in the field the role may work long hours

Frequency: Ad hoc

Out-of-station travelling:

Nature: The role travels to the ministry

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate.

Professional Qualifications / Membership to professional bodies

The role requires a :

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive
- First Aid Certificate from St. Johns Ambulance services

- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification from a recognised institution
- Passed the Occupational Test I for Drivers
- Certificate of good conduct

Previous relevant work experience required.

The role requires three years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• First aid • Defensive	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Driver III**
Job Group:	D
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Driver
Direct reports:	None

Job Purpose

The Driver will support the implementation of the Ministry's mandate (strategic plan) through the provision of transport services for authorised trips using the vehicle assigned to him /her by the ministry. The driver will also ensure the safety, cleanliness and maintenance of the vehicle

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1:Driving a motor vehicle as authorised

- Transport officers and staff as authorised.
- Collect and drops mail for different offices and Ministries as assigned and authorized.

Responsibility 2: Ensuring security and safety of the vehicle on and off the road

- Ensure the vehicle is parked in secured parking while on duty and after work.
- Ensure the windows are closed and the vehicle is locked (engage the alarm system) when not attended to.
- Ensure the safety of the vehicle keys. Whenever the vehicle is parked within the Ministry's premises the driver is to leave the keys with the Transport Officer, and whenever parked in other government facilities this must be recorded in the Occurrence Book.

Responsibility 3: Ensuring safety of passengers and/or goods in the vehicle

- Ensure the vehicle is locked when in transit.
- Inspect the vehicle along with security guards at security check points.

- Ensure that only authorised passengers are transported in the vehicle.
- Identify passengers to Government Vehicle Check Unity whenever required.

Responsibility 4: Maintain cleanliness of the vehicle(s)

- Washing and dusting the assigned vehicle.
- Maintain neatness and clear space inside the assigned vehicle.

Responsibility 5:Ensure the vehicle is fuelled

- Maintain acceptable fuel levels all the time.
- Take the vehicle to the petrol station for filling.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned vehicle(s), vehicle(s) keys and all accessories therein

C. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the department's information, including:

- Transport-Daily Work Ticket(s)
- Records of quotations for defects

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Routes and, departure and return times
- In the case of eventuality of defects that may put the driver in danger, the driver can make a decision if the car is to be parked until it is fixed
- Setting annual performance appraisal targets

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to bad terrain during road construction

Frequency: Daily

Working at non-standard hours:

Nature: The role is required to be on call in case of emergencies and while in the field the role may work long hours

Frequency: Ad hoc

Out-of-station travelling

Nature: The role travels to the ministry

Frequency: Weekly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate.

Professional Qualifications / Membership to professional bodies

The role requires a :

- A valid driving licence free from any current endorsement and valid for any of classes of vehicles which the officers is required to drive
- First Aid Certificate from St. Johns Ambulance services
- Defensive driving certificate from Automobile Association(AA) of Kenya or its equivalent qualification from a recognised institution
- Passed the Occupational Test I for Drivers
- Certificate of good conduct

Previous relevant work experience required.

The role is an entry level position.

Functional Skills:	**Behavioural Competencies/Attributes:**
• First aid • Defensive	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people

	• Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Security Officer**
Job Group:	J
Ministry:	Ministry of Health
State Department	N/A
Department	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	
Direct reports:	Assistant Security Officer

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate by providing efficient and effective security services.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Ensure that the Ministry of Health is secure at all times

- Oversee the security function in the Ministry of Health and all health institutions that are managed by the National Government.
- Ensure that security measures have been disseminated to the members of staff.
- Supervise all security wardens under the Ministry of Health.

II. Operational Responsibilities

Responsibility 1: Checks property at Ministry of Health to ensure that they are safe

- Check to ensure that the Ministry's assets are safe and secure.
- Raise and lower the national flag.
- Ensure prevention and detection of crime at the Ministry property.
- Document comprehensive reports as may be required by the committee of safety and security.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and general custodianship of gate passes, detectors, communication gadgets B. Land N/A C. Records, data, information, confidential information The role is responsible for the maintenance of lost and found records and security records D. Any other N/A
III. Decision Making:
The role is responsible for making decisions for self in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical Challenges Nature: Occupational safety hazards Frequency: Daily **Working at non-standard hours** Nature: Works night shifts and extended hours Frequency: Daily **Out of station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in Administration Training College/ CID Training/ National Youth Service
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required

The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.	
Functional Skills	**Behavioural Competencies/Attributes**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Security Officer**
Job Group:	H
Ministry:	Ministry of Health
State Department	N/A
Department	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Security Officer
Direct reports:	Security Wardens

Job Purpose

To ensure that the Ministry of Health achieves its overall mandate by providing efficient and effective security services.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Check property at Ministry of Health to ensure that they are safe

- Check to ensure that the Ministry's assets are safe and secure.
- Raise and lower the national flag.
- Ensure prevention and detection of crime.
- Document comprehensive reports as may be required by the committee of safety and security.

Responsibility 2: Patrol and/or guard access points

- Conduct premises walk through to survey and ensure everything is in order i.e. every office is locked.
- Patrol and preserve government property from theft.
- Provide security services within the remand by ensuring control of incoming visitors.
- Record data for visitors and vehicles entering the institution.

- Secure access points.

Responsibility 3: Prevention of unauthorised persons and vehicles from entering premises and/or protected areas

- Detain any intruder or unwanted persons within the premises.
- Control and report unwanted intruders to restricted areas.
- Prevent unauthorised persons and vehicles through guarding of access points.
- Custody and disposal of lost and found articles within the compound.

Responsibility 4: Collect information and reporting on matters of security interest

- Collect information on security matters.
- Hand over to colleague at the end of shift.
- Provide comprehensive confidential security reports on staff and working environment as may be required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of gate passes, detectors, communication gadgets

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the maintenance of lost and found records and security records

D. Any other

N/A

III. Decision Making:

The role is responsible formaking decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical Challenges

Nature: Occupational safety hazards

Frequency: Daily

Working at non-standard hours

Nature: Works night shifts and extended hours

Frequency: Daily

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Certificate in Administration Training College/ CID Training/ National Youth Service.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	Behavioural Competencies/Attributes
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Security Warden I**
Job Group:	F
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Security Officer
Direct reports:	N/A

Job Purpose

To ensure standing security regulations/procedures are complied with, provide security to the assigned institution, gather information on security issues and liaise with other security agencies in case of an emergency.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Patrol and/or guard of access points

- Conduct premises walk through to survey and ensure everything is in order i.e. every office is locked.
- Patrol and preserve government property from theft.
- Provide security services within the remand by ensuring control of incoming visitors.
- Record data for visitors and vehicles entering the institution.
- Secure access points into the Ministry.

Responsibility 2: Prevention of unauthorised persons and vehicles from entering premises and/or protected areas

- Detain any intruder or unwanted persons within the premises.
- Control and report unwanted intruders to restricted areas.
- Prevent unauthorised persons and vehicles through guarding of access points.

- Custody and disposal of lost and found articles within the compound.

Responsibility 3: Collect information and reporting on matters of security interest

- Collect information on security matters.
- Hand over to colleague at the end of shift.
- Provide comprehensive confidential security reports on staff and working environment as may be required

Job Dimensions:

I. Financial Responsibility:

Role is not responsible for any financial aspect

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and is personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications			
Kenya Certificate of Secondary Education (KCSE), Mean Job Group D+ or its equivalent qualification.			
Professional Qualifications / Membership to professional bodies			
N/A			
Previous relevant work experience required.			
The role requires 3 years of cumulative experience and to have served in a directly subordinate role for a minimum period of three years.			
Functional Skills	**Behavioural Competencies/Attributes**		
• Care for resources • Execution of instructions • Interpersonal skills • Multi-skilled • Commitment to duty • Discipline, Etiquette and personal grooming • Complies with codes/obligation and safety • Courteous	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual Dexterity		
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Security Warden II**
Job Group:	E
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Security Officer
Direct reports:	N/A

Job Purpose

To ensure standing security regulations/procedures are complied with, provide security to the assigned institution, gather information on security issues and liaise with other security agencies in case of an emergency.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Patrolling and/or guarding of access points

- Conduct premises walk through to survey and ensure everything is in order i.e. every office is locked.
- Patrol and preserve government property from theft.
- Provide security services within the remand by ensuring control of incoming visitors.
- Record data for visitors and vehicles entering the institution.
- Secure access points.

Responsibility 2: Prevention of unauthorised persons and vehicles from entering premises and/or protected areas

- Detain any intruder or unwanted persons within the premises.

- Control and report unwanted intruders to restricted areas.
- Prevent unauthorised persons and vehicles through guarding of access points.
- Keep safe custody and disposal of lost and found articles within the compound.

Responsibility 3: Collecting of information and reporting on matters of security interest

- Collect information on security matters.
- Hand over to colleagues at the end of shift.
- Provide comprehensive confidential security reports on staff and working environment as may be required.

Job Dimensions:

I. Financial Responsibility:

Role is not responsible for any financial aspect

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and is personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), Mean Job Group D+ or its equivalent qualification.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role is an entry level position.

Functional Skills	**Behavioural Competencies/Attributes**
• Execution of instructions • Interpersonal skills • Multi-skilled • Commitment to duty • Discipline, Etiquette and personal grooming • Complies with codes/obligation and safety • Courteous	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual Dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Cleaning Supervisor I**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarter – Nairobi
Reporting Relationships	
Reports to:	
Direct reports:	Cleaning Supervisor II A and B

Job Purpose

The purpose of the role is to oversee the undertaking of cleaning duties in the area of deployment; performing messenger duties; preparing tea and washing utensils; and undertaking any other related duties.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Overseeing the undertaking of cleaning duties in the area of deployment

- Supervise the contracted cleaning staff.
- Inspect cleanliness in the area of deployment.
- Liaise with contracted cleaning staff on cleaning duties in the area of deployment.
- Liaise with the employers of the contracted cleaning staff as and when the need arise.

II. Operational Responsibilities

Responsibility 1: Ensure the safety and security of offices and assets therein

- Accompany and inspect the contracted cleaners when conducting their duties, to ensure safety of Ministry office equipment and records.
- Report on any missing equipment, breakages and leakages in the Ministry offices and premises.
- Open and lock offices.
- Liaise with caterers whenever necessary.

Responsibility 2: Carry out messenger duties including running errands

- Collect and deliver letters, files and other correspondences to respective offices internally and externally.

- Maintain a delivery book.
- Carry out any other messenger duties that may be assigned to the job holder, for the Ministry.

Responsibility 3: Prepare refreshments and washes utensils

- Prepare and serve tea and water for officers and meetings.
- Clean utensils and ensure their safety.

Responsibility 4: Operate office equipment

- Operate the photocopying, scanning, binding and lamination machines, as well as the paper cutter and shredder.
- Report on malfunctioning and breakage of office equipment.
- Report on any office equipment that needs maintenance or replacement.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office computers, printers, cameras and other electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities.

IV. Working Conditions:

A. Physical Challenges:

N/A

B. Working at non-standard hours:

N/A

C. Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (K.C.S.E) mean Job Group D plain or its approved equivalent

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role requires to have 18 years of cumulative relevant experience and to have served for a minimum of 3 years in a directly subordinate role.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of various areas of deployment	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources • Good Conduct

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Cleaning Supervisor II A**
Job Group:	F
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter – Nairobi
Reporting Relationships	
Reports to:	Cleaning Supervisor I
Direct reports:	

Job Purpose

The purpose of the role is to oversee the undertaking of cleaning duties in the area of deployment; performing messenger duties; preparing tea and washing utensils; and undertaking any other related duties.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Oversee the undertaking of cleaning duties in the area of deployment

- Supervise the contracted cleaning staff.
- Inspect cleanliness in the area of deployment.
- Liaise with contracted cleaning staff on cleaning duties in the area of deployment.
- Liaise with the employers of the contracted cleaning staff as and when the need arise.

II. Operational Responsibilities

Responsibility 1: Ensuring the safety and security of offices and assets therein

- Accompany and inspect the contracted cleaners when conducting their duties, to ensure safety of Ministry office equipment and records.
- Report on any missing equipment, breakages and leakages in the Ministry offices and premises.
- Open and lock offices.
- Liaise with caterers whenever necessary.

Responsibility 2: Carrying out messenger duties including running errands

- Collect and deliver letters, files and other correspondences to respective offices internally and externally.
- Maintain a delivery book.
- Carry out any other messenger duties that may be assigned to the job holder, for the Ministry.

Responsibility 3: Preparing refreshments and washes utensils

- Prepare and serve tea and water for officers and meetings.
- Clean utensils and ensure their safety.

Responsibility 4: Operating office equipment

- Operate the photocopying, scanning, binding and lamination machines, as well as the paper cutter and shredder.
- Report on malfunctioning and breakage of office equipment.
- Report on any office equipment that needs maintenance or replacement.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office computers, printers, cameras and other electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (K.C.S.E) mean Job Group D plain or its approved equivalent

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of various areas of deployment	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources • Good conduct

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Cleaning Supervisor II B**
Job Group:	E
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter – Nairobi
Reporting Relationships	
Reports to:	Cleaning Supervisor I
Direct reports:	

Job Purpose

The purpose of the role is to oversee the undertaking of cleaning duties in the area of deployment; performing messenger duties; preparing tea and washing utensils; and undertaking any other related duties.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Ensure the safety and security of offices and assets therein

- Accompany and inspect the contracted cleaners when conducting their duties, to ensure safety of Ministry office equipment and records.
- Report on any missing equipment, breakages and leakages in the Ministry offices and premises.
- Open and lock offices.
- Liaise with caterers whenever necessary.

Responsibility 2: Carry out messenger duties including running errands

- Collect and deliver letters, files and other correspondences to respective offices internally and externally.
- Maintain a delivery book.
- Carry out any other messenger duties that may be assigned to the job holder, for the Ministry.

Responsibility 3: Prepare refreshments and washes utensils

- Prepare and serve tea and water for officers and meetings
- Clean utensils and ensure their safety

Responsibility 4: Operate office equipment

- Operate the photocopying, scanning, binding and lamination machines, as well as the paper cutter and shredder
- Report on malfunctioning and breakage of office equipment
- Report on any office equipment that needs maintenance or replacement

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office computers, printers, cameras and other electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Kenya Certificate of Secondary Education (K.C.S.E) mean Job Group D plain or its approved equivalent.	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required.	
The role requires 12 years of cumulative relevant experience and to have served in a direc	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of various areas of deployment	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources • Good conduct

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Support Staff Supervisor**
Job Group:	E
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	
Direct reports:	Senior Support Staff

Job Purpose

To ensure that support services are diligently and timely delivered within the department.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out messenger duties

- Receive and register incoming and outgoing mail.
- Deliver mails and files to action officers.
- Deliver mails to post office and to other external stakeholders.
- Open and close the offices.
- Take letters for scanning and photocopying within offices.

Responsibility 2: Make and serve tea/ other refreshments in the offices

- Purchase lists of ingredients on daily basis.
- Wash and tidy up utensils.
- Custodian of imprest for tea and other refreshments.

Responsibility 3: Ensure general cleanliness of the office

- Arrange furniture and dusts files telephones and other relevant equipment in the offices.
- Respond to telephones and visitors when the secretary is out of office.

• Collect and dispose waste from the office.
Job Dimensions:
I. Financial Responsibility:
The role is not an Authority to Incur Expenditure; however the role is responsible for the following financial aspects: • Imprest for tea and refreshments which has to be accounted for
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) – All kitchen equipment B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role is responsible for making the decisions for self in regards to performance of duties and responsibilities
IV. Working Conditions:
A. Physical Challenges: N/A B. Working at non-standard hours: N/A C. Out-of-station travelling N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Kenya Certificate of Secondary Education mean Job Group D – Form 4 Education.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.

Functional Skills:	**Behavioral Competencies/Attributes:**
	• Integrity and commitment to serve

• Punctuality • Manual dexterity • Cleanliness	• Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Support Staff**
Job Group:	D
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	Support Staff Supervisor
Direct reports:	Support Staff I, II, III

Job Purpose

The purpose of the role is to provide records and office management support, run errands and provide refreshments for the office.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carry out messenger duties including running errands

- Dispatch letters using GP 54 envelopes and stamps, and ensures the letters reach their destination in time.
- Collect and dispatch mail and parcels from the post office and other securicors.
- Distribute correspondences as per instructions.
- Make copies of letters and other any other documents.
- Run errands from one office to the other as required.

Responsibility 2: Provide records and office management support

- Open the office early in the morning.
- Record letters while dispatching.
- Maintain and update the GP 54 register for incoming and outgoing letters.
- Ensure the common facilities are properly attended to e.g. filling paper trays and water dispensers accordingly.

- Safeguard the office and makes sure the cabinets and files are properly arranged and office lights and computers are switched-off before leaving the office.
- Ensure office cleanliness and neatness.

Responsibility 3: Prepare refreshments

- Prepare and serve tea and water for officers and for meetings.
- Clean and ensure safety of utensils.
- Liaise with caterers whenever necessary.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Printers, photocopiers, the water dispenser and utensils

B. Land

N/A

C. Records, data, information, confidential information

GP 54, a register of incoming and outgoing mail

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling

N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Kenya Certificate of Secondary Education mean Job Group D – Form 4 Education
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of filing and data capturing	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Support Staff I**
Job Group:	C
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	Senior Support Staff
Direct reports:	N/A

Job Purpose

The purpose of the role is to provide records and office management support, run errands and provide refreshments for the office.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carrying out messenger duties including running errands

- Dispatch letters using GP 54 envelopes and stamps, and ensures the letters reach their destination in time.
- Collect and dispatch mail and parcels from the post office and other securicors.
- Distribute correspondences as per instructions.
- Make copies of letters and other any other documents.
- Run errands from one office to the other as required.

Responsibility 2: Providing records and office management support

- Open the office early in the morning.
- Maintain and update the GP 54 register for incoming and outgoing letters.
- Ensure the common facilities are properly attended to e.g. filling paper trays and water dispensers accordingly.

- Safeguard the office and makes sure the cabinets and files are properly arranged and office lights and computers are switched-off before leaving the office.
- Ensures office cleanliness and neatness.

Responsibility 3: Preparing refreshments

- Prepares and serves tea and water for officers and for meetings.
- Cleans and ensures safety of utensils.
- Liaises with caterers whenever necessary.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Printers, photocopiers, the water dispenser and utensils

B. Land

N/A

C. Records, data, information, confidential information

GP 54, a register of incoming and outgoing mail

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities

IV. Working Conditions:

A. Physical Challenges:

N/A

B. Working at non-standard hours:

N/A

C. Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education mean Job Group D – Form 4 Education.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 years

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of filing and data capturing	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Support Staff II**
Job Group:	B
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	Senior Support Staff
Direct reports:	N/A

Job Purpose

The purpose of the role is to provide records and office management support, run errands and provide refreshments for the office.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carrying out messenger duties including running errands

- Dispatch letters using GP 54 envelopes and stamps, and ensures the letters reach their destination in time.
- Collect and dispatch mail and parcels from the post office and other securicors.
- Distribute correspondences as per instructions.
- Make copies of letters and other any other documents.
- Run errands from one office to the other as required.

Responsibility 2: Providing records and office management support

- Maintain and update the GP 54 register for incoming and outgoing letters.
- Ensure the common facilities are properly attended to e.g. filling paper trays and water dispensers accordingly.
- Safeguard the office and makes sure the cabinets and files are properly arranged and office lights and computers are switched-off before leaving the office.
- Ensures office cleanliness and neatness.

Responsibility 3: Preparing refreshments

- Prepares and serves tea and water for officers and for meetings.
- Cleans and ensures safety of utensils.
- Liaises with caterers whenever necessary.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Printers, photocopiers, the water dispenser and utensils

B. Land

N/A

C. Records, data, information, confidential information

GP 54, a register of incoming and outgoing mail

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Kenya Certificate of Secondary Education mean Job Group D – Form 4 Education.	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required.	
The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 years	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of filing and data capturing	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Support Staff III**
Job Group:	A
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarter - Nairobi
Reporting Relationships	
Reports to:	Senior Support Staff
Direct reports:	N/A

Job Purpose

The purpose of the role is to provide records and office management support, run errands and provide refreshments for the office.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Carrying out messenger duties including running errands

- Dispatch letters using GP 54 envelopes and stamps, and ensures the letters reach their destination in time.
- Collect and dispatch mail and parcels from the post office and other securicors.
- Distribute correspondences as per instructions.
- Make copies of letters and other any other documents.
- Run errands from one office to the other as required.

Responsibility 2: Providing records and office management support

- Maintain and update the GP 54 register for incoming and outgoing letters.
- Ensure the common facilities are properly attended to e.g. filling paper trays and water dispensers accordingly.
- Safeguard the office and makes sure the cabinets and files are properly arranged and office lights and computers are switched-off before leaving the office.

- Ensure office cleanliness and neatness.

Responsibility 3: Prepare refreshments

- Prepare and serves tea and water for officers and for meetings.
- Clean and ensures safety of utensils.
- Liaise with caterers whenever necessary.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Printers, photocopiers, the water dispenser and utensils

B. Land

N/A

C. Records, data, information, confidential information

GP 54, a register of incoming and outgoing mail

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Kenya Certificate of Secondary Education mean Job Group D – Form 4 Education.	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required.	
The role is an entry level position.	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of filing and data capturing	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Chargehand**
Job Group:	J
Ministry:	Health
State Department	N/A
Department:	Administration
Division	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	
Direct reports:	Chargehands
Job Purpose	
Supervise Chargehands, Artisans I, Artisans II and Artisans III in carrying out duties in the specialised areas of carpentry, masonry, welding, painting and plumbing.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Supervise, train and guide other staff • Ensure that vocational training artisans are taken through job training • Supervise support staff responsible for managing and maintaining workshops/tools and equipment	
II. Operational Responsibilities	
Responsibility 1: Undertake of maintenance and repair projects • Schedule maintenance and repair projects. • Provide estimates of budgets and costs associated with office improvements. • Carry out work maintenance and improvement work related to repairing of office door locks, office furniture, partitioning of offices, and painting of office premises. • Provide guidance and supervision to junior staff in carrying out maintenance and improvement work. **Responsibility 2: General upkeep of workshop and tools** • Ensure the safekeeping of workshop tools and equipment and maintenance of workshop facilities.	

- Recommend tools and equipment to be purchased and disposed for vocational training centre.
- Replace and fix switches, bulbs and sockets for workshop tools, equipment and facilities.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Role holder is responsible for office keys and maintenance tools

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the Ministry's/department's information on tools and equipment

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency:

Working at non-standard hours

Nature: N/A

Frequency:

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate.
Professional Qualifications / Membership to professional bodies
Government Trade Test Certificate Job Group I in Carpentry, Masonry, Welding, Painting and Plumbing.
Previous relevant work experience required.
The role requires 12 years of cumulative relevant experience and have served in a directly subordinate role for a minimum of atleast three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Good Communication skills • Interpersonal skills • Records management skills • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chargehand**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Charge Hand
Direct reports:	Artisan I, II and III

Job Purpose

Carry out duties in the specialised areas of carpentry, masonry, welding, painting and plumbing.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Undertake of maintenance and repair projects

- Schedule maintenance and repair projects.
- Provide estimates of budgets and costs associated with office improvements.
- Carry out work maintenance and improvement work related to repairing of office door locks, office furniture, partitioning of offices, and painting of office premises.
- Provide guidance and supervision to junior staff in carrying out maintenance and improvement work.

Responsibility 2: General upkeep of workshop and tools

- Ensure the safekeeping of workshop tools and equipment and maintenance of workshop facilities.
- Recommend tools and equipment to be purchased and disposed for vocational training centre.
- Replace and fix switches, bulbs and sockets for workshop tools, equipment and facilities.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the assigned toolboxes.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self and not impact team members or external parties. Decisions would typically be around:

- Execution of work as per the plan set out
- Timelines to adhere to
- Coming up with performance targets

IV. Working Conditions:

Physical Challenges:

Nature: Exposure to dust and fog can cause accidents

Frequency: Yearly

Working at non-standard hours:

N/A

Out-of-station travelling:

Nature: The role travels to the field to assist other offices on duties

Frequency: Yearly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "D" or recognised equivalent certificate
Professional Qualifications / Membership to professional bodies
National Trade Test Job Group lll, ll, l
Previous relevant work experience required.
The role requires to have 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum of 3 years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Carpentry, welding, plumbing, painting	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Artisan I - Building**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Chargehand
Direct reports:	N/A

Job Purpose

Carry out duties in the specialised areas of carpentry, masonry, welding, painting and plumbing.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Improvement of works in the Ministry's infrastructure

- Check leaking pipes to improve the existing pipe work.
- Building cracks.
- Give advice where necessary.

Responsibility 2: Complex repairs

- Reading technical drawings.
- Establishing complex linking.
- Carry out repair works.
- Inspection of buildings to ensure that they are properly maintained.

Responsibility 3:Maintenances works

- Major maintenance of building in the workshop.
- Maintenance of government buildings.

Responsibility 4:Sewage laying out

- Repair existing water and sewerage systems.
- Laying out new sewage line.

- Give advise on new sewer lines.
- Interpret drawings.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) – N/A

B. Land – N/A

C. Records, data, information, confidential information – N/A

D. Any other- N/A

III. Decision Making:

The role is responsible for making decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self.

IV. Working Conditions:

Physical Challenges:

Working without proper tools and equipment

Working at non-standard hours:

N/A

Out-of-station travelling:

Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Form Four (4) Level

Professional Qualifications / Membership to professional bodies

Government trade test certificate (NITA)

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Integrity • Commitment • Good Knowledge • Ability to communicate • Good work attitude	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialization • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Artisan III – Building**
Job Group:	E
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Chargehand
Direct reports:	N/A

Job Purpose

Carry out duties in the specialised areas of carpentry, masonry, welding, painting and plumbing.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Improvement of works

- Check leaking pipes.
- Improve the existing pipe work.

Responsibility 2: Complex repairs

- Read technical drawings.
- Establish complex linking.
- Carry out repair works and inspection.

Responsibility 3: Maintenances works

- Carry out maintenance of building in the workshop.
- Carry out maintenance of government buildings.

Responsibility 4:Sewage laying out

- Repair existing water and sewerage systems.
- Lay out new sewage line and advice on new lines.
- Interpret drawings.

Job Dimensions:

I. Financial Responsibility:	
The role is not an Authority to Incur Expenditure.	
II. Responsibility for Physical Assets	
A. Equipment (Machinery, Instruments, Tools) – N/A B. Land – N/A C. Records, data, information, confidential information – N/A D. Any other- N/A	
III. Decision Making:	
The role is responsible for making decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self.	
IV. Working Conditions:	
Physical Challenges: Working without proper tools and equipment **Working at non-standard hours:** N/A **Out-of-station travelling:** Monthly	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Form Four (4) Level	
Professional Qualifications / Membership to professional bodies	
The role requires a holder with Government trade test certificate (NITA)	
Previous relevant work experience required.	
The role is an entry level position	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Integrity • Commitment • Good Knowledge	• Ability to get on well with a diverse workforce

• Ability to communicate • Good work attitude	• Good knowledge in the field of specialization • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Telephone Supervisor I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Telephone Supervisor
Direct reports:	Senior Telephone Operator

Job Purpose

To supervise and ensure the provision of efficient telephone communication linkages to facilitate transaction of business for efficient and effective service delivery

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervise telephone exchanges

- Organise and manage staff including the preparation of duty/annual leave roster for telephone personnel.
- In-charge of a telephone exchange of five or six (5-6) switchboard positions with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines.
- Ensure maintenance of telephone exchanges and ensures cost effective utilisation of the telephone facilities.
- Liaise with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities.
- Liaise with Accounts Section on payment of telephone bills.
- Liaise with Suppliers Section (Supply Chain Management) on procurement of telephone facilities/spare parts, accessories and stationery.

II. Operational Responsibilities

Responsibility 1: Operate telephone exchanges

- Operate telephone switch boards.
- Connect incoming calls, and books and connects outgoing calls.

- Conduct routine testing of Private Automatic Branch Exchange (PABX) equipment and telephone exchange lines.
- Collect telephone traffic data for determining adequacy of telephone facilities and staffing levels.
- Prepare and maintain call information records.
- Carry out other clerical work in the telephone exchanges.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the following telephone exchange equipment i.e. the Private Automatic Branch Exchange (PABX) Equipment and Consoles.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for team. Decisions would typically be around carrying out the telephone exchange duties.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelors of Arts degree in a recognised field.	
Professional Qualifications / Membership to professional bodies	
Instructors Training Course for Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognised Institution.	
Previous relevant work experience required.	
The role requires 12 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Global knowledge on Time Zones and country dialing codes	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Telephone Supervisor**
Job Group:	J
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters – Nairobi
Reporting Relationships	
Reports to:	Senior Telephone Supervisor
Direct reports:	Senior Telephone Operator

Job Purpose

The purpose of the role is to provide efficient telephone communication linkages to facilitate transaction of business for efficient and effective service delivery.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervise Telephone Exchanges

- Carry out Head Set Coaching to new entrants.
- Liaise with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities.
- Liaise with Accounts Section on Settlement of telephone bills and with Suppliers Section on procurement of telephone facilities/spare parts and stationery.
- Liase with telephone engineers on maintenance of the telephone equipment.

Responsibility 2: Maintain PABX/Lines and accessories

- Test the telephone lines and repair direct lines.
- Install new telephone extensions.
- Liase with procurement to purchase new equipment.

II. Operational Responsibilities

Responsibility 1: Operate Telephone Exchanges

- Operate telephone switch boards.
- Connect incoming calls, and books and connects outgoing calls.

- Conduct routine testing of Private Automatic Branch Exchange (PABX) equipment and telephone exchange lines.
- Prepare and maintains call information records.
- Carry out other clerical work in the telephone exchanges.

Responsibility 2: Maintain accurate telephone records

- Maintain accurate records of all call requests.
- Prepare and updates internal telephone directories.
- Prepare and updates telephone exchange notice boards.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the Telephone Exchange Equipment, PABX Machine.

B. Land

N/A

C. Records, data, information, confidential information

The Role is in charge of telephone incoming and outgoing calls, costs incurred for the calls, schedule of maintenance of the exchange equipment.

D. Any other

N/A

III. Decision Making:

The role makes decisions for a team on carrying out the telephone exchange duties.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling Nature: N/A Frequency: N/A	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor of Arts Degree from a recognised institutions	
Professional Qualifications / Membership to professional bodies	
Certificate course for Government Telephone Operators from a Government Trailing Institute or any other recognised Institution.	
Previous relevant work experience required.	
The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate position for a minimum period of three years.	
Functional skills:	**Behavioural Competencies/Attributes:**
• Good Communication • Interpersonal • Records management • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Telephone Operator**
Job Group:	H
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters – Nairobi
Reporting Relationships	
Reports to:	Telephone Supervisor
Direct reports:	Telephone Operator I and II

Job Purpose

The purpose of the role is to provide efficient telephone communication linkages to facilitate transaction of business for efficient and effective service delivery.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervises telephone exchanges

- Carry out Head Set Coaching to new entrants.
- Liaise with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities.
- Liaise with Accounts Section on Settlement of telephone bills and with Suppliers Section on procurement of telephone facilities/spare parts and stationery.

II. Operational Responsibilities

Responsibility 1: Operate telephone exchanges

- Operate telephone switch boards.
- Connect incoming calls, and books and connects outgoing calls.
- Conduct routine testing of Private Automatic Branch Exchange (PABX) equipment and telephone exchange lines.
- Prepare and maintains call information records.
- Carry out other clerical work in the telephone exchanges.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and proper use of the Telephone Exchange Equipment. B. Land N/A C. Records, data, information, confidential information The Role is in charge of telephone incoming and outgoing calls, costs incurred for the calls , schedule of maintenance of the exchange equipment. D. Any other N/A
III. Decision Making:
The role makes decisions for a team on carrying out the telephone exchange duties.
IV. Working Conditions
<u>Physical Challenges</u> Nature: N/A Frequency: N/A **<u>Working at non-standard hours</u>** Nature: N/A Frequency: N/A **<u>Out-of-station travelling</u>** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

Diploma in Telecommunication Operations Management or its equivalent from a recognised institution.
Professional Qualifications / Membership to professional bodies
Certificate course for Government Telephone Operators from a Government Trailing Institute or any other recognised Institution.
Previous relevant work experience required.
The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate position for a minimum period of three years.

Functional skills:	**Behavioural Competencies/Attributes:**
• Good Communication • Interpersonal • Records management • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Telephone Operator I**
Job Group:	G
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	
Section / Unit:	N/A
Location / Work station:	Headquarters – Nairobi
Reporting Relationships	
Reports to:	Senior Telephone Operator
Direct reports:	N/A
Job Purpose	
The purpose of the role is to provide efficient telephone communication linkages to facilitate transaction of business for efficient and effective service delivery.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Operate telephone exchanges • Operate telephone switch boards. • Connect incoming calls, and books and connects outgoing calls. • Prepare and maintains call information records. • Carry out other clerical work in the telephone exchanges. • Update internal directories to ensure correct existence of user extensions. **Responsibility 2: Proper management of the telephone lines in the Ministry** • Carries out routine testing of the phone lines to ensure that they are working correctly. • Reports faulty lines to the technicians for repair • Conducts routine testing of Private Automatic Branch Exchange (PABX) equipment and telephone exchange lines.	
Job Dimensions:	

I. Financial Responsibility:
The role is not responsible for any financial aspects
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and proper use of the Telephone Exchange Equipment. B. Land N/A C. Records, data, information, confidential information The Role is in charge of telephone incoming and outgoing calls, costs incurred for the calls, schedule of maintenance of the exchange equipment. D. Any other N/A
III. Decision Making:
The role makes decisions for a team on carrying out the telephone exchange duties.
IV. Working Conditions
Physical Challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out-of-station travelling** Nature: N/A Frequency: N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Telecommunication Operations Management or its equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies

Certificate course for Government Telephone Operators from a Government Trailing Institute or any other recognised Institution.	
Previous relevant work experience required.	
The role requires six years of cumulative relevant experience and to have have served in a directly subordinate roles for a minimum of 3 years.	
Functional skills:	**Behavioural Competencies/Attributes:**
• Good Communication • Interpersonal • Records management • Client service support and public relations • Disaster management	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Telephone Operator II**
Job Group:	F
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	
Section / Unit:	N/A
Location / Work station:	Headquarters – Nairobi
Reporting Relationships	
Reports to:	Senior Telephone Operator
Direct reports:	N/A
Job Purpose	
The purpose of the role is to provide efficient telephone communication linkages to facilitate transaction of business for efficient and effective service delivery.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Operates telephone exchanges • Operate telephone switch boards. • Connect incoming calls, and books and connects outgoing calls. • Prepare and maintains call information records. • Carry out other clerical work in the telephone exchanges. • Update internal directories to ensure correct existence of user extensions.	
Job Dimensions:	
I. Financial Responsibility:	
The role is not responsible for any financial aspects	
II. Responsibility for Physical Assets	

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the Telephone Exchange Equipment.

B. Land

N/A

C. Records, data, information, confidential information

The role is in charge of telephone incoming and outgoing calls, costs incurred for the calls, schedule of maintenance of the exchange equipment.

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on carrying out the telephone exchange duties.

IV. Working Conditions

Physical Challenges

Nature: N/A.

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education mean Job Group C- or its equivalent with at least a C- in English, Kiswahili and Geography.

Professional Qualifications / Membership to professional bodies

Certificate course for Government Telephone Operators from a Government Trailing Institute or any other recognised Institution.

Previous relevant work experience required.

The role is an entry level position			
Functional skills:		**Behavioural Competencies/Attributes:**	
• Good Communication • Interpersonal • Records management • Client service support and public relations • Disaster management		• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Reception Assistant I**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarter – Nairobi
Reporting Relationships	
Reports to:	Chief Reception Officer
Direct reports:	Reception Assistant I Reception Assistant II Reception Assistant III

Job Purpose

To coordinate and administer reception activities and services in the Ministry/Department

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervise and guide subordinate Reception Assistants

- Supervise the time the reception assistants come for work in the morning, to ensure that they arrive before the other staff.
- Supervises the time the reception staff leave the office, to ensure they leave at least 15 minutes after 5 pm.
- Supervise the reception assistants whether they are smartly dressed, as that they are working at the front office.
- Receive and attend to complaints laid against the reception assistants.

II. Operational Responsibilities

Responsibility 1: Liaise with the caretaker and other senior officers in matters of guest reception and security in the building

- Ensure that everyone who enters the premises goes through security checks.
- Usher internal customer and external visitors.
- Receive and monitor the letters coming into the ministry.
- Monitor the movement of the people within the premises of the ministry.

Responsibility 2: Receive and usher guests during Government/State functions

- Receive and usher guests.
- Ensure sitting arrangements are made accordingly for guests.
- Serve refreshments.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office computers, printers, cameras and other electronic equipment within the office.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self and teams in regards to performance of duties and responsibilities.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications	
Kenya Certificate of Secondary Education with mean Job Group "D" or its equivalent qualification from a recognised Institution	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required.	
The role requires to have served in a directly subordinate role for a minimum of three (3) years	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Supervisory Management Course • Gone through other training/courses e.g. for customer care, firefighting, conflict resolution, disaster management, lifts operations • Understanding and practice of customer care and supervision	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior inspector, mechanical**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Superintendent Mechanical
Direct reports:	Inspector Mechanical

Job Purpose

To service and repair plants and construction machines

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervision of Junior Staff

- Allocate duties to junior staff.
- Ensure duties are carried out as planned and in time.

II. Operational Responsibilities

Responsibility 1: Maintain motor vehicle and plant machinery

- Inspect of motor vehicles and plant equipment.
- Verify of required spare parts.
- Test of vehicles and equipment before and after repair.
- Request for job cards to be opened.

Responsibility 2: Carry out preventive maintenance

- Ensure equipment are serviced as scheduled.
- Ensure service parts are available by putting in requisitions.
- Keep track of machine working hours to avoid skipping service.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Tool kit-Tools used for the repair of vehicles

B. Land

C. Records, data, information, confidential information

section repair records- Maintains files related to repair and maintenance of plant equipment

D. Any other

III. Decision Making:

The role is responsible for making decisions for team such as allocation of duties to junior officers.

IV. Working Conditions:

Physical Challenges:

Exposed to accidents during operations of plant and on the construction sites on a daily basis

Working at non-standard hours:

When on a construction site will often work long hours. This happens on a monthly basis

Out-of-station travelling:

When in the field to repair equipment on a quarterly basis

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma Automotive Engineering.

Professional Qualifications / Membership to professional bodies

The role requires Occupation trade Test I for Plant Operators

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Operation, repair and maintenance of plant equipment	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce

	• Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Hospitality Officer**
Job Group:	L
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	
Direct reports:	Hospitality Officers

Job Purpose

To facilitate smooth and standard service of food and beverage to the institution.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Conduct staff training and training needs assessment

- Analyse training requests from staff.
- Provide materials and prepares training schedule.
- Liase with the supervisor in preparing questionnaires for analysing training needs.
- Prepare annual reports on staff training to the head of department.
- Identify staff to be trained and liases with external trainers.

Responsibility 2: Develop standard operating procedures

- Provide technical equipment to implement standard operating procedures.
- Ensure correctional measures are in place as the work progresses.
- Liase with supervisor and other staff on ways to implement standard operating procedures.

II. Operational Responsibilities

Responsibility 1: Ensure smooth intersectional relations

- Guide staff on internal memos and ensuring co-operation
- Conduct internal training on teamwork
- Ensure staff rotation so as to encourage intersectional relations

- Investigate and takes required action in cases of staff grievances

Responsibility 2: Enforcing use of standard operating procedures

- Ensure service of foods and drinks is courteous and professional as per laid out standards.
- Prepare staff schedule to ensure staffing levlels are adequate and to laid out standards.
- Analyse and initiate quality by reviewing current perfomance and highlighting improvement needs.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

N/A

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team on allocation of duties and timelines.

IV. Working Conditions:

Physical challenges:

Nature : The role exposes the holder to cuts mainly from handling of broken or chipped equipment

Frequency : Weekly

Working at non-standard hours:

Nature : The role requires the holder to work in shifts

Frequency : Weekly

C. Out-of-station travelling:

Nature : To provide food and beverage services out of station Frequency : Weekly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelors degree in hotel and catering management.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required
The role requires 9 year(s) of cumulative relevant experience The role requires to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge in Hospitality	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chef**
Job Group:	J
Ministry:	Health
Department:	Administration
Department:	N/A
Division:	N/A
Section / Unit:	N/A
Location / Work station:	
Reporting Relationships	
Reports to:	Hospitality Officer I
Direct reports:	Assistant Chef

Job Purpose

To facilitate efficient and proper organisation and management of food production services.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Daily kitchen operations

- Ensure that food preparations areas are clean and the entire kitchen.
- Co-ordinate food production.

Responsibility 2: Monitoring staff performance

- Ensure conformity with set standards.
- Review menus.
- Carry out training needs assesment yearly.
- Carry out on the job training of other staff.

Responsibility 3: Guiding of Kitchen staff

- Ensure usage of standard receipe and kitchen standard guidance.
- Ensure use of standard operating procedures.
- Identify staff for training on new recipes.

II. Operational Responsibilities

Responsibility 1: Breakfast preparation

- Clean working area and production area.
- Food preparation and assembly production.

- Production and service of breakfast as per guest orders.
- Clearance and cleanup of breakfast for preparation of lunch.

Responsibility 2: Lunch and dinner preparation and service

- Ensure that all foods to be used in production are assembled in good time.
- Issue dry goods from the store.
- Recieve fresh produce and checking for required specifications.
- Ensures proper placement of food in the buffet service.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of kitchen equipment assigned to it, these include fryers , chillers, freezers ovens and cooking pilots

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for team on allocation of duties and timelines.

IV. Working Conditions:

Physical challenges:

Nature : The role exposes the holder to cuts, burns and scalds

Frequency : Daily

Working at non-standard hours:

Nature : The role requires the holder to work on shift basis

Frequency : Weekly

Out-of-station travelling:

Nature : To provide food and beverage services

Frequency : Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in any of the following fields; Catering and Hotel Management; Food and Beverage Production or Service Management.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required
The role requires 12 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Public Health Regulations	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Chef**
Job Group:	H
Ministry:	Health
Department:	Administration
Department:	N/A
Division:	N/A
Section / Unit:	N/A
Location / Work station:	
Reporting Relationships	
Reports to:	Chef
Direct reports:	Cook I,II and III

Job Purpose

To facilitate efficient and proper organisation and management of food production services.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Daily kitchen operations

- Ensure that food preparations areas are clean and the entire kitchen.
- Co-ordinate food production.

Responsibility 2: Monitor staff performance

- Ensure conformity with set standards.
- Review menus for food to be prepared.
- Carry out training needs assesment yearly.
- Carry out on the job training of other staff.

Responsibility 3: Guiding of Kitchen staff

- Ensure usage of standard receipe and kitchen standard guidance .
- Ensure use of standard operating procedures.
- Identify staff for training on new recipes.

II. Operational Responsibilities

Responsibility 1: Breakfast Preparations

- Clean working area and production area.
- Food preparation and assembly production.
- Production and service of breakfast as per guest orders.

- Clearance and cleanup of breakfast for preparation of lunch.

Responsibility 2: Lunch and dinner preparation and service

- Ensure that all foods to be used in production are assembled in good time.
- Issue dry goods from the store.
- Recieve fresh produce and checking for required specifications.
- Ensure proper placement of food in the buffet service.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of kitchen equipment assigned to it, these include fryers , chillers, freezers ovens and cooking pilots

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for team on allocation of duties and timelines.

IV. Working Conditions:

Physical challenges:

Nature : The role exposes the holder to cuts, burns and scalds

Frequency : Daily

Working at non-standard hours:

Nature : The role requires the holder to work on shift basis

Frequency : Weekly

Out-of-station travelling:

Nature : To provide food and beverage services

Frequency : Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following fields; Catering and Hotel Management; Food and Beverage Production or Service Management
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required
The role requires 9 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Public Health Regulations	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Cook I**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	
Reporting Relationships	
Reports to:	Assistant Chef
Direct reports:	

Job Purpose

To provide cooking, cleaning and storage services; and maintain hygiene for assigned institution.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Proper storage of food stuffs

- Upkeep and monitor the kitchen store.
- Upkeep and monitor stock levels in the kitchen.
- Oversee the discarding and reporting of the spoilt foods.

Responsibility 2: Sets up the buffet services areas, placement of foods in serving area and replenishing of foodstuffs during service

- Prepare the menu.
- Gather ingredients from the store.
- Prepare meals.
- Replenish foodstuffs during service.

Responsibility 3: Reporting Low Stock levels

- Identify stock for requisition.
- Complete S 11 form required for stock requisition.
- Receive food stuff for the store.

Responsibility 4: Detecting Spoilt/Defective equipment or unattractive foods and reporting the same to the supervisor

- Inspect equipment to check that they are in good condition and report to supervisor if there are any issues.
- Inspect food for defects and report to supervisor if there are any issues.
- Maintain the cleanliness of all equipment in the kitchen.

Responsibility 5: Rendering cleaning service

- Ensures that the kitchen is cleaned.
- Cleans and stores the utensils after meals.
- Cleans the serving area.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the following office furniture and electronics, cooking utensils, cupboards, dining furniture, water tanks in the kitchen

B. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the Ministry's/department's information, including Inventory list of kitchen utensils and updating it

C. Land

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for self in terms of day to day performance of their duties

IV. Working Conditions:

Physical challenges:

Nature : This role exposes the holder to cuts, burns and scalds

Frequency : Daily

Working at non-standard hours:

Nature : This role works on shift basis

Frequency : Weekly

Out-of-station travelling:

Nature : To provide food and beverage services to the presidency

Frequency : Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "C" or recognised equivalent certificate.

Professional Qualifications / Membership to professional bodies

A course lasting no less than one year and awarded a Certificate in food production or its equivalent qualification from a recognized institution

Previous relevant work experience required.

The role requires 6 years of cumulative experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Legal requirements in hotel and catering laws	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Cook II**
Job Group:	F
Ministry:	Health
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Chef
Direct reports:	

Job Purpose

To undertake cleaning duties in production area and preparation of equipment and raw food for cooking.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Preparation of raw food for cooking

- Wash and cut vegetables.
- Proper storage of raw food.

Responsibility 2: Cleaning of equipment used in production

- Clean cheffing dishes ready for service.
- Assemble service covers ready for service.
- Proper sticking of equipment.
- Wipe utensils.
- Clean all fridges.

Responsibility 3: Maintaining hygiene by ensuring kitchen is clean and surroundings

- Empty bins and covers them
- Clean the surrounding corridors and windows

Responsibility 4: Setting up and preparing equipment for use in food preparation

- Wash of deep fat fryer, sauce pans and cookers

- Ensure all food preparing equipment is ready for use in kitchen as and when required

Responsibility 5: Alerting the supervisor of any defective equipment

- Check whether electrical equipment and cookers are in good condition
- Check whether the taps are working and alerting of supervisor incase of defects

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of deep friers, cookers and other small Kitchen equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for self on execution of duties.

IV. Working Conditions:

Physical challenges:

Nature : This role exposes the holder to cuts, burns and scalds

Frequency : Daily

Working at non-standard hours:

Nature : This role works on shift basis

Frequency : Weekly

Out-of-station travelling:

Nature : To provide food and beverage services to the presidency

Frequency : Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE), mean Job Group "C" or recognised equivalent certificate

Professional Qualifications / Membership to professional bodies

A course lasting no less than one year and awarded a Certificate in food production or its equivalent qualification from a recognized institution

Previous relevant work experience required

The role requires 3 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Legal requirements in hotel and catering laws	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Cook III**
Job Group:	E
Ministry:	Health
Department:	Administration
Division:	N/A
Section / Unit:	N/A / N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Chef
Direct reports:	

Job Purpose

To undertake cleaning duties in production area and preparation of equipment and raw food for cooking.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Preparation of raw food for cooking

- Wash and cut of vegetables.
- Proper storage of raw food.

Responsibility 2: Cleaning of equipment used in production

- Clean cheffing dishes ready for service.
- Assemble service covers ready for service.
- Proper sticking of equipment.
- Wipe utensils and clean all fridges.

Responsibility 3: Maintaining hygiene by ensuring kitchen is clean and surroundings

- Empty bins and cover them.
- Cleans the surrounding corridors and windows.

Responsibility 4: Setting up and preparing equipment for use in food preparation

- Wash deep fat fryer, sauce pans and cookers.
- Ensure all food preparing equipment is ready for use in kitchen as and when required.

Responsibility 5: Alerting the supervisor of any defective equipment

- Check whether electrical equipment and cookers are in good condition.
- Check whether the taps are working and alerting of supervisor incase of defects.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and general custodianship of deep friers, cookers and other small Kitchen equipment

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for self on execution of duties.

IV. Working Conditions:

Physical challenges:

Nature : This role exposes the holder to cuts, burns and scalds

Frequency : Daily

Working at non-standard hours:

Nature : This role works on shift basis

Frequency : Weekly

Out-of-station travelling:

Nature : To provide food and beverage services to the presidency

Frequency : Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Kenya Certificate of Secondary Education (KCSE), mean Job Group "C" or recognised equivalent certificate
Professional Qualifications / Membership to professional bodies
A course lasting no less than one year and awarded a Certificate in food production or its equivalent qualification from a recognized institution
Previous relevant work experience required
The role is an entry level position.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Legal requirements in hotel and catering laws	• Integrity and commitment to serve • Ability to communicate appropriately • Ability to support management and get on well with all types of people • Good work attitudes and ability to follow instructions • Punctuality • Manual dexterity

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director Office Administrative Services**
Job Group:	P
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director, Office Administrative Services
Direct reports:	Principal Office Administrator

Job Purpose

To oversee, manage and safeguard the day to day office administration in the office of the Cabinet Secretary or Principal Secretary whilst ensuring communication and office protocol/ etiquette is adhered to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Maintains and develops record control system

- Establish and monitors procedures for record keeping of correspondence and files movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Responsibility 2: Guiding and supervising subordinate staff

- Develop training needs analysis for staff.
- Carry out performance appraisal for staff.
- Schedule and allocate duties to staff.

II. Operational Responsibilities

Responsibility 1: Takes oral dictation and drafting letters

- Take dictations from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.

- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguarding office information and equipment

- Ensure Security of office records including classified materials.
- Ensure Security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Managing office protocol and etiquette

- Attend to visitors and clients with respect.
- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Communication Management

- Handle telephone calls.
- Manage e-office, Word and data processing.
- Prepare responses of simple routine correspondence.
- Assist with the preparation of weekly, monthly, quarterly reports of the Department's/division's activities for the year in question.
- Exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized Institution;

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution;

OR

Bachelor's Degree in Social Sciences plus the following qualifications from the Kenya National Examinations Council:-

- Shorthand III (minimum 120 w.p.m.)
- Typewriting III (50 w.p.m.)/Computerised Document Processing III
- Business English III/Communications II
- Commerce II
- Office Management III/Office Administration and Management III
- Secretarial Duties II

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution; and
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required.

The role requires 15 years of cumulative experience and to have served in a directly subordinate role for a minimum period of three (3) years.	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Secretarial management course • Communication skills	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Office Administrator**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director Office Administrative Services
Direct reports:	Chief Office Administrator

Job Purpose

To oversee, manage and safeguard the day to day office administration in the office whilst ensuring communication and office protocol/ etiquette is adhered to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Guides and supervises subordinate staff

- Develop training needs analysis for staff.
- Carry out performance appraisal for staff.
- Schedule and allocate duties to staff.

II. Operational Responsibilities

Responsibility 1: Taking Oral Dictation and drafting letters

- Take dictations from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.
- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguarding office information and equipment

- Ensure Security of office records including classified materials.
- Ensure Security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Managing office protocol and etiquette

- Attend to visitors and clients with respect.

- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Communication Management

- Handle telephone calls.
- Manage e-office, Word and data processing.
- Prepare responses of simple routine correspondence.
- Assist with the preparation of weekly, monthly, quarterly reports of the Department's/division's activities for the year in question.
- Exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Responsibility 5: Maintains and develops record control system

- Establish and monitor procedures for record keeping of correspondence and files movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution

Professional Qualifications / Membership to professional bodies

- Attended a Secretarial Management Course from the Kenya Institute of Administration, or any other Government Training Institution
- Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution; and
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution

Previous relevant work experience required.

The role requires 12 years of cumulative experience in secretarial work and must have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Secretarial management course • Communication skills	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity

	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Office Administrator**
Job Group:	M
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Officer- in – Charge of a Division/Section/Unit
Direct reports:	Assistant Office Administrator

Job Purpose

To provide office administrative services in a given office in a Department, manage and safeguard administration information whilst ensuring communication and office protocol/etiquette is adhere to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Guides and supervises subordinate staff

- Develop training needs analysis for staff.
- Carry out performance appraisal for staff.
- Schedule and allocate duties to staff.

II. Operational Responsibilities

Responsibility 1: Taking oral dictation and drafting letters

- Take dictation from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.
- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguarding office information and equipment

- Ensure security of office records including classified materials.
- Ensure security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Managing office protocol and etiquette

- Attend to visitors and clients with respect.

- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Maintains and develops record control system

- Establish and monitors procedures for record keeping of correspondence and files movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution; and
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution
- Business Education Single and Group Certificates State I, II and III from the Kenya National Examination Council in the following:- Shorthand III (120 w.p.m, Typewriting III (50 w.p.m), Business English III, Office Practice II, Commerce II, Office Management III, Secretarial Duties II.

Previous relevant work experience required.

The role requires 9 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Secretarial management course • Communication skills	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity

	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Office Administrator**
Job Group:	L
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Office Administrator
Direct reports:	Office Administrators

Job Purpose

To oversee, manage and safeguard the day to day office administration in the office whilst ensuring communication and office protocol/ etiquette is adhered to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervision of Subordinate Staff

- Allocate duties to and monitors performance of support staff within the Ministry.
- Coordinate staff welfare matters such as bereavements, work environment, relationships, motivation, etc.
- Appraise and guides staff within administration on their duties according to work plans, performance contracts and departmental mandates.
- Monitor subordinate staff on their specific duties and functions on a day to day basis.

II. Operational Responsibilities

Responsibility 1: Take oral dictation and drafting letters

- Take dictations from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.
- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguard office information and equipment

- Ensure Security of office records including classified materials.
- Ensure Security of office equipment.

- Ensure confidentiality of data.

Responsibility 3: Manage office protocol and etiquette

- Attend to visitors and clients with respect.
- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Maintain and develop record control system

- Establish and monitor procedures for record keeping of correspondence and files movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties

IV. Working Conditions:

Physical Challenges:

N/

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution.

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and must have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Secretarial management course • Communication skills	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Office Administrator I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Office Administrator
Direct reports:	Office Administrator

Job Purpose

To oversee, manage and safeguard the day to day office administration in the office whilst ensuring communication and office protocol/ etiquette is adhered to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Take oral dictation and drafting letters

- Take dictations from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.
- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguard office information and equipment

- Ensure security of office records including classified materials.
- Ensure security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Manage office protocol and etiquette

- Attend to visitors and clients with respect.
- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Maintain and develop record control system

- Establish and monitor procedures for record keeping of correspondence and files movement.
- Maintain Office Diary, appointments & itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications			
Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution OR Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.			
Professional Qualifications / Membership to professional bodies			
Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution			
Previous relevant work experience required.			
The role requires 3 years of cumulative relevant experience and must have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills:		**Behavioral Competencies/Attributes:**	
• Secretarial management course • Communication skills		• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Office Administrator II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Office Administrator
Direct reports:	

Job Purpose

To oversee, manage and safeguard the day to day office administration in the office whilst ensuring communication and office protocol/ etiquette is adhered to.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Take oral dictation and drafting letters

- Take dictations from the respective heads.
- Take dictation in meetings.
- Take dictations in shorthand and transcribing in typewritten form.
- Type information from draft manuscripts or recorded information.

Responsibility 2: Safeguard office information and equipment

- Ensure Security of office records including classified materials.
- Ensure Security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Manage office protocol and etiquette

- Attend to visitors and clients with respect.
- Make sure that the working area is tidy.
- Treat everyone with due respect.

Responsibility 4: Maintains and develops record control system

- Establish and monitor procedures for record keeping of correspondence and files movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up to date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture and electronic equipment within the office

B. Land

N/A

C. Records, data, information, confidential information

Confidential information, Records, Classified Material, data,

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for teams in terms of secretarial duties.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Kenya Certificate of Secondary Education (KCSE), mean grade C- (Minus) with at least C (plain) in English or Kiswahili language or its equivalent.	
Professional Qualifications / Membership to professional bodies	
• Business Education Single and Group Certificates (BE & GC) from the Kenya National Examinations Council in the following subjects Typewriting II (40 w.p.m.)/ Computerized Document Processing II; Business English I/Communications I; Office Practice I and Commerce I **OR** • Craft Certificate in Secretarial Study from the Kenya National Examinations Council. • Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks. • Certificate in computer applications from a recognized institution.	
Previous relevant work experience required.	
The role is an entry level position	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Secretarial management course • Communication skills	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Assistant Office Administrator**
Job Group:	N
Ministry	Health
Department:	Administration
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	
Direct reports:	Chief Assistant Office Administrator

Job Purpose

To facilitate smooth coordination and management, support the Administration in the implementation of the strategic plan.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Responsibility 1: Taking oral dictation.

- Ensure that the staff are facilitated to enable accomplishment of their duties
- Type letters, memos and reports.
- Draft letters and responses to correspondences from the Ministry.
- Taking minutes during meetings.

Responsibility 2: Using E-office.

- Research on issues raised to the attention of the Ministry.
- Scan and email letters, mail, and reports to ensure fast reach to the designation.
- Maintain and ensure safety of the database of contact details of relevant Stakeholders for office use.
- Assist in the compilation of reports for ACU after each activity.

Responsibility 3: Operating office equipment.

- Carry out photocopying, scanning and faxing of office documents.
- Operate telephone equipment for communication.
- Report on breakdown of office equipment to ensure repairs and maintenance.

Responsibility 4: Attending to visitors/clients.

- Welcome visitors both external and internal.
- Arrange for meeting venues and required facilities.
- Carry out bookings for appointments between the visitors and the Ministry.
- Receive letters and documents sent to the attention of the Ministry.

- Confirm availability of the Ministry staff to whom the visitors may wish to see.
- Serve refreshments to visitors.

Responsibility 5: Handling of Telephone Calls

- Receive incoming calls and making note of the call details.
- Make external calls on behalf of the Ministry on instructions from the office.
- Make calls to seek clarification from other ministries, external and internal stakeholders.
- Transfer calls to the relevant office/officers depending on the enquires.
- Handle customer enquiries, calls and complaints.
- Confirm appointments both within and outside the Ministry.

Responsibility 6: Coordinating travel arrangements

- Confirm appointments both within and outside the Ministry.
- Manage the diary of the relevant officer.
- Arrange for travel within and outside the country.
- Make arrangements for flight and any possible changes.
- Carry out booking for flight details where applicable.
- Arrange logistics such as travel allowances and pick up at the travel destination.

Responsibility 7: Ensuring security of office records, equipment and documents

- Ensure cabinets are effective and fireproof.
- Ensure storage of classified documents in secure cabinets and password secured copies of documents.
- Ensure physical security of offices by locking the offices and premises.
- Carry out regular checks to ensure the physical existence of equipment.

Responsibility 8: Ensuring integrity and confidentiality of data

- Verify the list of recipients before dissemination of information to ensure only the relevant persons receive it.
- Keep Ministerial information confidential.
- Ensure completeness and integrity of information that is shared within and outside the Ministry.
- Ensure necessary relevant and sensitive data is password protected.

Responsibility 9: Establishing and Monitoring procedures for record keeping of correspondence and file movement

- Manage official emails to the attention of the Ministry.
- Determine and disseminate the information and emails to the relevant persons.

Responsibility 10: Maintaining an up to date filing system

- Maintain and constantly update the moment system.

- File data and information in the relevant files.
- Liaise with registry for archiving of files.

Responsibility 11: Managing petty cash and other administrative duties

- Ensure proper management of office petty cash by following the requisite procedure.
- Follow up on reimbursements and surrender of documents.
- Conduct reconciliation of receipts to enable supporting documentation are properly kept.
- Manage temporary petty expenditure and ensure reconciliations are done within a specified time (48 hours).

Job Dimensions:

I. Financial Responsibility:

The role is not an AIE Holder but is responsible for imprest for the office tea

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of office furniture, electronics, computer and associated accessories allocated to the role.

B. Land

N/A

C. Record, data, information, confidential information

Maintains confidential records including retaining copies of all correspondences within and outside the Ministry that are received and dispatched through the office.

D. Any other

N/A

III. Decision Making:

The role makes decisions for own area of work with regards to office etiquette, report writing as well as minutes of oral dictation.

IV. Working Conditions:

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Diploma in Secretarial Studies			
Professional Qualifications / Membership to professional bodies			
• Business Education Single and Group Certificates Stages I, II and III from the Kenya National Examinations council in Office Practice II, Commerce II, Office Management III and Secretarial Duties II, Shorthand III, Typewriting III and Business English III • Certificate in computer application skills from a recognized institution			
Previous relevant work experience required.			
The role requires to have 12 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.			
Functional Skills:		**Behavioural Competencies/Attributes:**	
• Supervisory • Policy Implementation • Effective communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-activeness		• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Assistant Office Administrator**
Grade:	M
Ministry	Health
Department:	Administration
Division:	N/A
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Assistant Office Administrator
Direct reports:	Senior Assistant Office Administrator
Job Purpose	
Responsible for providing office administrative and management duties for a Head of Department.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities / Duties	
Responsibility 1: Carrying out office management duties and ensuring office protocol and etiquette are followed and adhered to. • Routinely carry out office management duties and ensure office protocol and etiquette are followed and clients are attended to with courtesy. • Supervise office cleanliness and undertakes any other office administrative services duties assigned.	
II. Operational Responsibilities / Duties	
Responsibility 1: Carrying out office administrative (secretarial) duties • Take oral dictation. • Process data and ensure security, integrity and confidentiality of data. • Manage and organize office records and documents. • Handle telephone calls and appointments. • Prepare responses to simple routine correspondence. **Responsibility 2: Carrying out office management duties** • Operate and ensure security of office equipment. • Manage office protocol. • Manage office petty cash. • Attend to visitors/clients. • Supervise office cleanliness and undertakes any other office administrative services duties assigned. **Responsibility 3: Maintaining office diary and travel itineraries** • Book appointments and makes necessary arrangements for meetings.	

- Ensure availability and confirms meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements

- Maintain an up to date filing system in the office.
- Maintain file movement and correspondence registers (Delivery book).
- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure; however the role is responsible for the office petty cash disbursed on monthly basis.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
The job has a responsibility of ensuring the safety, proper use and cleanliness of office equipment

B. Land
N/A
C. Records, data, information, confidential information
The job has a responsibility of ensuring the security of office records and documents including classified materials

D. Any other
N/A

III. Decision Making

The job involves making decisions on planning for team so as to carry out office management duties and ensures office protocol and etiquette are followed and clients are attended to with courtesy.

IV. Working Conditions

Physical Challenges
Nature: Eyesight problems due to use of the computer daily.
Frequency: Daily

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Diploma in Secretarial Studies from the Kenya National Examination Council

OR

- Business Education Single and Group Certificates (BES & GC) stages I,II and III from the Kenya National Examinations Council in the following subjects:-
    - Shorthand III (minimum 120 w.p.m)
    - Typewriting III (50 w.p.m)/ Computerized Document Processing III
    - Business English III/Communications II
    - Commerce II
    - Office Practice II
    - Office Management III/Office Administration and Management III
    - Secretarial Duties II

Professional Qualifications / Membership to professional bodies

- Certificate in Secretarial Management course lasting not less than four (4) weeks from Kenya School of Government or any other government institute.
- Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- Certificate in computer applications from a recognized institution.

Previous relevant work experience required.

The role requires12 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• General knowledge in Public Service Administration • Demonstrated professional competence in office administrative services • Thorough understanding of national goals, policies, objectives and ability to relate them to the admistrative function • Knowledge of deployment Ministry/Department • Computer application	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

• Effective communication			
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Office Administrator**
Grade:	L
Ministry	Health
Department:	N/A
Division:	N/A
Section / Unit:	Administration
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Assistant Office Administrator
Direct reports:	Assistant Office Administrator I, II and III
Job Purpose	
Responsible for providing office administrative services in a given office within a Ministry/State Department.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities / Duties	
N/A	
II. Operational Responsibilities / Duties	

Responsibility 1: Carrying out Office administrative (secretarial) duties

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organize office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carrying out office management duties

- Ensure office protocol, etiquette, integrity and confidentiality of data are followed and adhered to with courtesy at all times.
- Operate and ensure security of office equipment.
- Manage e-office.
- Manage office protocol.
- Manage office petty cash.
- Attend to visitors/clients.
- Supervise office cleanliness and undertakes any other office administrative services duties assigned.

Responsibility 3: Maintaining office diary on meetings and travel itineraries

- Book appointments and makes necessary arrangements for office meetings.
- Type agenda for Ministerial Human Resource Management Advisory Committee meetings.

- Type Minutes arising from deliberations of Ministerial Human Resource Management Advisory Committee meetings.
- Type invitation letters to members to attend the Ministerial Human Resource Management Advisory Committee meetings.
- Facilitate tea and snacks for members of the meetings.
- Ensure availability and confirms meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability
- Liaise with Transport Officer for provision of transport

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements

- Maintain an up to date filing system in the office
- Maintain file movement and correspondence registers (Delivery book)
- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an Authority to Incur Expenditure; however the role is responsible for office petty cash in the office

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
The role is responsible for ensuring the safety, proper use and cleanliness of office equipment.

B. Land
N/A

C. Records, data, information, confidential information
The job has a responsibility of ensuring the security of office records and documents including classified materials.

D. Any other
N/A

III. Decision Making

The job involves making decisions on planning for self as per the assigned duties.

IV. Working Conditions

Physical Challenges
Nature: Eyesight problems due to use of the computer daily.
Frequency: Daily

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Diploma in Secretarial Studies from the Kenya National Examination Council. **OR**
- Business Education Single and Group Certificates (BES & GC) stages I,II and III from the Kenya National Examinations Council in the following subjects:-
  - Shorthand III (minimum 110 w.p.m)
  - Typewriting III (50 w.p.m)/ Computerized Document Processing III
  - Business English III/Communications II
  - Commerce II
  - Office Practice II
  - Office Management III/Office Administration and Management III
  - Secretarial Duties II

Professional Qualifications / Membership to professional bodies

- Certificate in Public Relation and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other government institute
- Certificate in computer applications from a recognized institution

Previous relevant work experience required.

The role requires nine (9) year(s) of cumulative relevant experience and to have served in directly a subordinate role for a minimum period of three (3) year

Functional Skills:	**Behavioural Competencies/Attributes:**
• General knowledge in Public Service Administration • Demonstrated professional competence in office administrative services • Thorough understanding of national goals, policies, objectives and ability	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision

to relate them to the administrative function • Knowledge of deployment Ministry/Department • Computer application skills • Effective communication	• Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Office Administrator I**
Job Group:	K
Ministry	Health
Department:	N/A
Section / Unit:	Administration
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Office Administrator
Direct reports:	Assistant Office Administrator II

Job Purpose

To provide secretarial services in a given office or State Department.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Assigning duties and supervising junior staff.

- Supervise the cleanliness of the office in general.
- Supervise the dispatching of mail.
- Supervise file movement.
- Supervise provision of tea to the officers.
- Supervise mail delivery.

II. Operational Responsibilities

Responsibility 1: Taking oral dictation.

- Ensure that the staff are facilitated to enable accomplishment of their duties.
- Type letters, memos and reports.
- Draft letters and responses to correspondences from the Ministry.
- Taking minutes during meetings.

Responsibility 2: Safeguarding office information and equipment

- Ensure security of office records including classified material
- Ensure security of office equipment.
- Ensure confidentiality of data.

Responsibility 3: Managing office protocol and etiquette

- Attend to visitors and clients with respect.
- Treat everyone with due respect.
- Make sure that the working environment is tidy.

Responsibility 4: Managing communication

- Handle telephone calls
- Manage e-office, word and data processing.
- Prepare responses of simple routine correspondence.

- Assist the officer in-charge with the preparation of weekly, monthly, quarterly reports of the Department's /Division's activities for the year in question. Participates in formulation and dissemination of policies, programmes and strategic plans of the Ministry.
- Exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Responsibility 5: Maintaining and developing records control system

- Establish and monitor procedures for record keeping of correspondence and file movement.
- Maintain office diary, appointments and itineraries.
- Maintain an up-to-date filing system in the office.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
- Receive and dispatch correspondences and represent the boss in meeting on some occasions.
- Organise and facilitate meetings, seminar, workshops and conferences.
- Provide photocopy, fax, scanning and e-mail services.
- Manage petty cash.

Job Dimensions:

I. Financial Responsibility

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

E. Equipment (Machinery, Instruments, Tools)

Custodian of computer, office furniture and office equipment

F. Land

N/A

G. Record, data, information, confidential information

Maintains confidential information, record, classified material and data

H. Any other

N/A

III. Decision Making

The role is responsible for making decisions for self on how to go about the roles duties and responsibilities

IV. Working Conditions

Physical Challenges
Nature: Eyesight problems due to use of the computer daily.
Frequency: Daily

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Diploma in Secretarial Studies

Professional Qualifications / Membership to professional bodies

- Business Education Single and Group Certificates Stages I, II and III from the Kenya National Examinations council in the following subjects; Shorthand III, Typewriting III, Business English III, Shorthand III (100 w.p.m.), Typewriting III (50 w.p.m.), Business English III, Office Practice II, Commerce II, Office Management III, and Secretarial Duties II.
- A certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government.
- Certificate in computer application from a recognized institution.

Previous relevant work experience required.

The role requires to have 6 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills:	**Behavioural Competencies/Attributes:**
• Supervisory • Policy Implementation • Effective communication • Administrative • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Office Administrator II**
Job Group:	J
Ministry	Health
Department:	N/A
Division:	N/A
Section / Unit:	Administration
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Office Administrator I
Direct reports:	Assistant Office Administrator III

Job Purpose

To provide secretarial services in a given office or State Department

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Assigning duties and supervising junior staff

- Supervise the cleanliness of the office in general
- Supervise the dispatching of mail
- Supervise file movement
- Supervise provision of tea to the officers
- Supervise mail delivery

II. Operational Responsibilities / Tasks

Responsibility 1: Safeguarding office information and equipment

- Ensure security of office records including classified material
- Ensure security of office equipment
- Ensure confidentiality of data

Responsibility 2: Managing office protocol and etiquette

- Attend to visitors and clients with respect
- Treat everyone with due respect
- Make sure that the working environment is tidy

Responsibility 3: Managing communication

- Handle telephone calls
- Manage e-office, word and data processing
- Prepare responses of simple routine correspondence
- Assist the officer in-charge with the preparation of weekly, monthly, quarterly reports of the Department's /Division's activities for the year in question. Participates in formulation and dissemination of policies, programmes and strategic plans of the Ministry

- Exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills

Responsibility 4: Maintaining and developing records control system

- Establish and monitor procedures for record keeping of correspondence and file movement
- Maintain office diary, appointments and itineraries
- Maintain an up-to-date filing system in the office
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction
- Receive and dispatch correspondences and represent the boss in meeting on some occasions
- Organise and facilitate meetings, seminar, workshops and conferences
- Provide photocopy, fax, scanning and e-mail services
- Manage petty cash

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of computer, office furniture and office equipment

B. Land

N/A

C. Record, data, information, confidential information

Maintains confidential information, record, classified material and data

D. Any other

N/A

III. Decision Making

The role is responsible for making decisions for self on how to go about the roles duties and responsibilities

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: The role requires one to be in the office by 6.30 am and leave latest by 6.30 pm.
Frequency: Daily

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Diploma in Secretarial Studies from the Kenya National Examinations Council

Professional Qualifications / Membership to professional bodies

- Business Education Single and Group Certificates Stages I, II and III from the Kenya National Examinations Council in the following subjects: Typewriting III (minimum 50 w.p.m), Shorthand III (100), Business English III, Office Practice II, Secretarial Duties III, Commerce II, and Office Management III.
- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council
- Certificate in computer application skills from a recognized institution.

Previous relevant work experience required.

The role requires to have 3 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills:	**Behavioural Competencies/Attributes:**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Office Administrator III**
Grade:	H
Ministry:	Health
Department :	Administration
Division	N/A
Section / Unit:	
Location / Work station:	Headquarters – Nairobi
Reporting Relationships	
Reports to:	Assistant Office Administrator II
Direct Reports:	None
Job Purpose	
To provide administrative services in a given office in the Ministry.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities/ Duties	
N/A	
II. Operational Responsibilities	

Responsibility 1: Carry out secretarial duties

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organise office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carry out office management duties

- Operate and ensure security of office equipment.
- Manage office protocol.
- Manage office petty cash.
- Attend to visitors/clients.
- Supervise office cleanliness in addition undertake any other office administrative services duties assigned.

Responsibility 3: Maintain office diary and travel itineraries.

- Book appointments and makes necessary arrangements for meetings.
- Ensure availability and confirms meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establish and monitor procedures for record keeping of correspondence and file movements.

- Maintain an up to date filing system in the office.
- Maintain file movement and correspondence registers (delivery book).

- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an AIE holder

II. Responsibility for Physical Assets

E. Equipment (Machinery, Instruments, Tools)

The role is responsible for a desktop allocated to it.

F. Land

N/A

G. Records, data, information, confidential information

The role is responsible for confidential information, records, classified material, data allocated to it.

H. Any other

N/A

III. Decision Making

The role is able to make decisions for own area of work on execution of duties.

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: To attend to senior officers during extended meetings and fora
Frequency: Quarterly

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification.

Professional Qualifications / Membership to professional bodies

- Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: Typewriting III (minimum 50 w.p.m)/ Shorthand III (100)/Business English III/Office Practice II/Secretarial Duties III/Commerce II
- Craft Certificate in Secretarial Study from the Kenya National Examinations Council (KNEC).

• Certificate in computer applications from a recognized institution.	
Previous relevant work experience required.	
This is an entry level position which is in the training grade for this cadre.	
Functional skills:	**Behavioural Competencies/Attributes:**
• Good knowledge in the field of specialisation • Effective communication • Interpersonal • Records management • Team player • Client service support and public relations	• Ability to get on well with a diverse workforce • Ability to take instructions and to follow procedures and policies • Ability to care for resources

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Office Administrative Assistant**
Grade:	K
Ministry	Health
Department:	N/A
Division:	N/A
Section / Unit:	Administration
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Office Administrator
Direct reports:	Office Administrative Assistant I
	Office Administrative Assistant II
	Office Administrative Assistant III
Job Purpose	
Responsible for providing office administrative services in a given office within a Ministry/State Department.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities / Duties	
N/A	
II. Operational Responsibilities / Duties	

Responsibility 1: Carrying out office administrative services.

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organize office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carrying out office management duties

- Ensure office protocol, etiquette, integrity and confidentiality of data as assigned are followed and adhered to at all times.
- Operate and ensure security of office equipment.
- Manage office protocol.
- Manage office petty cash
- Attend to visitors/clients.
- Supervise office cleanliness and undertakes any other office administrative services duties assigned.

Responsibility 3: Maintaining office diary and travel itineraries

- Book appointments and makes necessary arrangements for meetings.
- Ensure availability and confirms meeting venue bookings.

- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements.

- Maintain an up to date filing system in the office.
- Maintain file movement and correspondence registers (Delivery book).
- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an Authority to Incur Expenditure

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
The job has a responsibility of ensuring the safety, proper use and cleanliness of office equipment.

B. Land
N/A

C. Records, data, information, confidential information
The job has a responsibility of ensuring the security of office records and documents including classified materials.

D. Any other
N/A

III. Decision Making

The role is responsible for making decisions on planning for self and the team as per the assigned duties.

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognised institution
- Business Education Single and Group Certificates (BES & GC) stages I,II and III from the Kenya National Examinations Council in the following subjects:-
    - Typewriting III (50 w.p.m)/ Computerized Document Processing III
    - Business English III/Communications II
    - Commerce II
    - Office Practice II
    - Office Management III/Office Administration and Management III
    - Secretarial duties II

OR

- Craft Certificate in Secretarial Studies from Kenya National Examination Council.

Professional Qualifications / Membership to professional bodies

- Certificate in Public Relation and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other government training institution.
- Certificate in computer applications from a recognized institution.

Previous relevant work experience required.

The role requires to have served in a subordinate role for a minimum period of three (3) year(s) with nine (9) year(s) of cumulative relevant experience.

Functional Skills:	**Behavioural Competencies/Attributes:**
• General knowledge in office administrative services duties • Shown merit and ability as reflected in work performance and results • Understanding of national goals, policies, objectives and ability to relate them to the admistrative function • Knowledge of deployment Ministry/Department • Computer application • Effective communication	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			

HR Representative			

Job Title:	**Office Administrative Assistant I**
Grade:	J
Ministry:	Health
Department:	Administration
Division	N/A
Section / Unit:	N/A
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Administrative Assistant
Direct reports:	None
Job Purpose	
To provide administrative services in a given office in the Ministry.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities/ Duties	
N/A	
II. Operational Responsibilities/ Duties	

Responsibility 1: Carrying out secretarial duties

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organise office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carrying out office management duties

- Operate and ensure security of office equipment.
- Manage office protocol.
- Manage office petty cash.
- Attend to visitors/clients.
- Supervise office cleanliness and undertake any other office administrative services duties assigned.

Responsibility 3: Maintaining office diary and travel itineraries

- Book appointments and makes necessary arrangements for meetings.
- Ensure availability and confirm meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements

- Maintain an up to date filing system in the office.
- Maintain file movement and correspondence registers (delivery book).

- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an AIE holder, but is responsible for decisions imprest for the Division/ Section/ Unit.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the office furniture and electronics allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating the department's information, including: records and documents including classified materials.

D. Any other

N/A

III. Decision Making

The role is able to make decisions for own area of work as per the assigned duties

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification.

Professional Qualifications / Membership to professional bodies

- Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: - Typewriting II (minimum 40 w.p.m)/ Computerised Document Processing II; Business English I/ Communications I; Office Practice I; and Commerce I.

OR





• Craft Certificate in Secretarial Study from the Kenya National Examinations Council • Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks
Previous relevant work experience required
The role requires three (3) years' experience in general administration and secretarial work with a minimum period of three (3) years in the grade of Office Administrative Assistant II.

Functional Skills	**Behavioural Competencies/Attributes**
• General knowledge in Public Service Administration	• Integrity and commitment to service • Ability to communicate properly • Ability to support management and get on well

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Office Administrative Assistant II**
Grade:	H
Ministry	Health
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Office Administrative Assistant
Direct reports:	N/A

Job Purpose

To provide administrative services in a given office in a State Department/Ministry.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities / Duties

N/A

II. Operational Responsibilities / Duties

Responsibility 1: Carrying out secretarial duties

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organize office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carrying out office management duties

- Operate and ensure security of office equipment.
- Manage office protocol.
- Manage office petty cash.
- Attend to visitors/clients.
- Supervise office cleanliness and undertakes any other office administrative services duties assigned.

Responsibility 3: Maintaining office diary and travel itineraries

- Book appointments and makes necessary arrangements for meetings.
- Ensure availability and confirms meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements

- Maintain an up to date filing system in the office.

- Maintain file movement and correspondence registers (Delivery book).
- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an Authority to Incur Expenditure; however the role is responsible office petty cash / imprest for tea.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
The job has a responsibility of ensuring the safety, proper use and cleanliness of office equipment.

B. Land
N/A

C. Records, data, information, confidential information
The job has a responsibility of ensuring the security of office records and documents including classified materials
D. Any other
N/A

III. Decision Making

The job involves making decisions on planning for self as per the assigned duties

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognised institution
- Business Education Single and Group Certificates (BES & GC) stages I,II and III from the Kenya National Examinations Council in the following subjects:-
    - Typewriting II (40 w.p.m)/ Computerized Document Processing II
    - Business English II/Communications I

- Office Practice II
- Secretarial Duties II
- Commerce II

OR

- Craft Certificate in Secretarial Studies from Kenya National Examination Council.

Professional Qualifications / Membership to professional bodies

Certificate in computer applications from a recognized institution.

Previous relevant work experience required

The role requires to have served in a subordinate role for a minimum period of three (3) year(s) with three (3) years of cumulative relevant experience.

Functional Skills:	**Behavioural Competencies/Attributes:**
• General knowledge in office administrative services duties • Shown merit and ability as reflected in work performance and results • Understanding of national goals, policies, objectives and ability to relate them to the administrative function • Knowledge of deployment Ministry/Department • Computer application • Effective communication	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialization • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Office Administrative Assistant III**
Grade:	G
Ministry	Health
Department:	Administration
Division:	N/A
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Office Administrative Assistant
Direct reports:	N/A

Job Purpose

To provide administrative services in a given office in a State Department/Ministry.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities / Duties

N/A

II. Operational Responsibilities / Duties

Responsibility 1: Carrying out secretarial duties

- Take oral dictation.
- Process data and ensure security, integrity and confidentiality of data.
- Manage and organize office records and documents.
- Handle telephone calls and appointments.
- Prepare responses to simple routine correspondence.

Responsibility 2: Carrying out office management duties.

- Operate and ensure security of office equipment.
- Manage office protocol.
- Manage office petty cash.
- Attend to visitors/clients.
- Supervise office cleanliness and undertakes any other office administrative services duties assigned.

Responsibility 3: Maintaining office diary and travel itineraries

- Book appointments and makes necessary arrangements for meetings.
- Ensure availability and confirms meeting venue bookings.
- Monitor the supervisor's daily schedule and advice on the supervisor's availability.
- Liaise with Transport Officer for provision of transport.
- Make flight bookings for out of station travel for the supervisor.

Responsibility 4: Establishing and monitoring procedures for record keeping of correspondence and file movements

- Maintain an up to date filing system in the office.

- Maintain file movement and correspondence registers (Delivery book).
- Ensure security of office records, equipment and documents including classified materials.

Job Dimensions:

I. Financial Responsibility

The role is not an Authority to Incur Expenditure; however the role is responsible for office petty cash /imprest for tea.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
The job has a responsibility of ensuring the safety, proper use and cleanliness of office equipment.

B. Land
N/A

C. Records, data, information, confidential information
The job has a responsibility of ensuring the security of office records and documents including classified materials.

D. Any other
N/A

III. Decision Making

The job involves making decisions on planning for self as per the assigned duties.

IV. Working Conditions

Physical Challenges
Nature: N/A
Frequency: N/A

Working at non-standard hours
Nature: N/A
Frequency: N/A

Out-of-station travelling
Nature: N/A
Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognised institution
- Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
    - Typewriting II (40 w.p.m)/ Computerized Document Processing II

- Business English I/Communications I
- Commerce I
- Office practices I

OR

- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council

Professional Qualifications / Membership to professional bodies

Certificate in computer applications from a recognized institution.

Previous relevant work experience required.

This is an entry level position

Functional Skills:	**Behavioural Competencies/Attributes:**
• General knowledge in Public Service Administration • Shown merit and ability as reflected in work performance and results • Understanding of national goals, policies, objectives and ability to relate them to the admistrative function • Knowledge of deployment Ministry/Department • Computer application	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialization • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Printer III**
Job Group:	H
Ministry:	Health
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Printer
Direct reports:	N/A

Job Purpose

To update production chart boards, post operational hours to cost cards and maintaining machinery and equipment.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Mantaining Machinery and Equipment

- Dust the machine daily.
- Oil and grease machinery parts.
- Wash rollers for the machinery.
- Preserve plates for machinery.
- Clean and store magazines.

Responsibility 2: Loading and offloading jobs from machine

- Load paper on the machine.
- Remove printed work from the machinery.
- Knock papers.

Responsibility 3: Counting and packing finished jobs

- Ensure the right quantity of job has been achieved per the work order.
- Transport and deliver batches of finished goods from station to the nex.t
- File indents and job samples.

Responsibility 4: Typesetting manuscripts

- Produce spoolls and load spools.
- File CD's in the correct storage areas.

Responsibility 5: Platemaking

- File and records plates in the racks.
- Preserve plates using gum for future use.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards office equipment assigned

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self:

- Time to clean machinery
- Priority of jobs to deliver as per urgency
- Energy saving mechanisms such as switching off lights and machines when not in use
- Observing occupational health and safety rules and regulations.
- Time management for efficiency

IV. Working Conditions:

Physical challenges

Nature : Chemical hazards normally cause dermatitis. Noise- some machines and equipment produce a lot of noise beyond allowed decibel limits. They need personal protective equipment.Cleanliness and waste materials- regular cleaning is required to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits removed. Chemicals-Moving machine parts - should be free of faults likely to affect the health, safety or welfare of workersVentilation effective and suitable provision should be made to ensure that every enclosed workplace is ventilated by sufficient quantity of fresh or purified air. This controls Volatile organic compounds.Temperature should be adequately thermally insulated

where necessary, having regard to the type of work and the physical activity of the person carrying out the work ergonomics of load lifting

Frequency : Daily

Working at non-standard hours

Nature : Unpredictable workload equals overworking late

Frequency : Daily

Out-of-station travelling:

Nature : 3-4 days for training and meetings

Frequency : Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Printing.

Professional Qualifications / Membership to professional bodies

Certificate in Printing.

Previous relevant work experience required

The role is an entry level position.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge on Health and safety standards • Knowledge on Quality management systems (QMS)	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Printing Assistant**
Job Group:	G
Ministry:	Health
Department:	Administration
Division:	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Printer
Direct reports:	N/A

Job Purpose

To update production chart boards, post operational hours to cost cards and maintaining machinery and equipment.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Mantaining Machinery and Equipment

- Dust the machine daily.
- Oil and grease machinery parts.
- Wash rollers for the machinery.
- Preserve plates for machinery.
- Clean and store magazines.

Responsibility 2: Loading and offloading jobs from machine

- Load paper on the machine.
- Remove printed work from the machinery.

Responsibility 3: Counting and packing finished jobs

- Ensure the right quantity of job has been achieved per the work order.
- Transport and deliver batches of finished goods from station to the nex.t
- File indents and job samples.

Responsibility 4: Typesetting manuscripts

- Produce spoolls and load spools.
- File CD's in the correct storage areas.

Responsibility 5: Platemaking

- File and records plates in the racks.
- Preserve plates using gum for future use.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards office equipment assigned

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self:

- Time to clean machinery
- Priority of jobs to deliver as per urgency
- Energy saving mechanisms such as switching off lights and machines when not in use
- Observing occupational health and safety rules and regulations.
- Time management for efficiency

IV. Working Conditions:

Physical challenges:

Nature : Chemical hazards normally cause dermatitis. Noise- some machines and equipment produce a lot of noise beyond allowed decibel limits. They need personal protective equipment.Cleanliness and waste materials- regular cleaning is required to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits removed. Chemicals-Moving machine parts - should be free of faults likely to affect the health, safety or welfare of workersVentilation effective and suitable provision should be made to ensure that every enclosed workplace is ventilated by sufficient quantity of fresh or purified air. This controls Volatile organic compounds.Temperature should be adequately thermally insulated

where necessary, having regard to the type of work and the physical activity of the person carrying out the work ergonomics of load lifting

Frequency : Daily

Working at non-standard hours:

Nature : Unpredictable workload equals overworking late

Frequency : Daily

Out-of-station travelling:

Nature : 3-4 days for training and meetings

Frequency : Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

K.C.S.E Form 4 level.

Professional Qualifications / Membership to professional bodies

Certificate in Printing.

Previous relevant work experience required

The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimuum period of 3 years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge on Health and safety standards • Knowledge on Quality management systems (QMS)	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

10.2 Human Resources Management and Development

Job Title:	**Director Human Resource Management and Development**
Job Group:	S
Ministry:	Health
Department:	Administration
Division	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Deputy Director Human Resource Management and Development
The purpose of the role is to provide strategic direction and overall leadership in the Human Resource Management and Development function and prepare Human Resource plans to support the implementation of the Ministry's mandates as per the Strategic Plan	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Ensure the implementation of Human Resource Management and Development policies, rules and regulations and analyses their impact on performance management • Advise Ministries/State Departments and State Agencies on general government policies on human resource management and development. • Ensure compliance and interprets labour laws and other statutes that impact on the human resource at the Ministry. • Advise Authorised Officers on the exercise of delegated powers and ensuring that professional human resource management and development standards are maintained. • Coordinate the collection and collation of information to inform development of Human Resource Management and Development policies in the Public Service.	

- Analyse the impact of Human Resource Management and Development policies, rules and regulations on performance management, in terms of how they impact on productivity, how they are creating disparities if any, and ensures that they are compliant with legislations, implement international obligations and commitments ,conform with best practice and make recommendations.
- Develop schemes of service/career development guidelines for various cadre.
- Ensure their approval, budgeting and implementation.
- Recruit for foreign governments under various Memorandum of Understanding (M.O.U.s).

II. Managerial / Supervisory Responsibilities

Responsibility 1: Manage Human Resource planning and optimal utilisation of human resources

- Preparation of strategic plans. Annual work plans and their implantation.
- Carry out training needs assessment to inform on training program.
- Develop curriculum for short term program to address performance gaps occasioned by skills gaps.
- Initiate assessment of skill and competency needs.
- Oversee preparation of training projections and plans.
- Identify, design and oversee the implementation of training programmes based on the needs of the Public Service.
- Coordinate allocation and monitors utilisation of training resources and opportunities from development partners.
- Monitor the implementation of training and human resource development plans.
- Provide advice and guidance to Ministries/State Departments on technical training assistance matters.
- Coordinate the implementation of technical training assistance programmes.
- Monitor and evaluate training and human resource development activities.
- Advise on succession management/human resource planning and advises on proper utilisation of human resource.
- Coordinate the designing, developing and implementation of career development strategies in the ministry.
- Manageinternship programs, budgeting and remuneration.
- Maintain skills inventory.
- Maintain professional Human Resource Management and Development standards.

Responsibility 2: Manages the Human Resource Management & Development Systems

- Manage the Government Human Resource Information System (GHRIS) and the Integrated Payroll and Personnel Database (IPPD) system.
- Coordinate the issuing of rights and passwords to the staff that operate the IPPD and GHRIS.
- Provide guidance on the development and updating of the human resource development database.

Responsibility 3: Establishes appropriate frameworks in the ministry for the discharge of the Human Resource function under the delegated authority by the Public Service Commission to the Authorised Officer

- Oversee the assessment of competency gaps in the service, and designs and implements relevant training programmes.
- Coordinate the implementation of competency frameworks.
- Develop innovative and creative strategies for management of knowledge and talent in the Public Service.
- Serve as Secretary in the Ministerial Performance Management Committee.
- Serve as Secretary to Ministerial Human Resource Management Advisory Committee.

Responsibility 4: Performance Management

- Secretary to the ministerial performance management committee.
- Ensure quarterly performance reporting and consolidation of performance reports
- Link performance contracting systems to performance appraisal.
- Coordinate the implementation of Performance Management Systems, including Performance Appraisal System and the Rewards and Sanctions Framework.
- Institutionalise Performance Management including the Performance Appraisal System.
- Coordinate Performance Appraisal for the Ministry on the staff Performance Appraisal System.
- Undertake research to enhance professionalism in the Human Resource Management and Development practice in the ministry.

III. Operational Responsibilities

Responsibility 1: Liaise with the Public Service Commission and Ministry/State Department responsible for Finance on Human Resource matters

- Prepare annual reports for the Public Service Commission on compliance with the constitution on the discharge of the Human Resource function.
- Monitor, evaluate and report on the Strategic Plan.
- Coordinate the declaration of staff assets and liabilities every two years, as well as on new appointments and exits from the service.
- Facilitate the development of the Code of Conduct for State Officers and Public Officers and advises on its implementation.
- Coordinate the administration of Pensions.
- Projects officers for local and international trainings.
- Prepare course approvals for local courses.
- Liaise with international organisation.
- Bonds officers on training.
- Process leaves.
- Second staff to other services or organisations.

Responsibility 2: Coordinate the preparation training budget and Personnel Emoluments (PE) budgets

- Liaise with development partners and proposes relevant areas for funding.
- Develop and submits budget to National Treasury and is the AIE holder for the Personnel Emoluments (P.E) budget.
- Ensure appropriate disbursement of the Personnel Emoluments funds and training funds and reconciles the expenditure of allocations.
- Account for P.E. and training funds.
- Ensure prudent use of the allocated funds.

Responsibility 3: Respond to audit queries

- Respond to audit queries on Personnel Emoluments budget and other Human Resource Management and Development functions audits.

Responsibility 4: Conduct staff Performance Management

- Set and monitor annually agreed staff performance targets in the performance contract.
- Appraise staff in the Human Resource Management and Development function on the agreed annual performance targets.

Responsibility 5: Develop and review the Schemes of Service administered in the ministry

- Initiate the development and reviews of the Schemes of Service.

Job Dimensions:
I. Financial Responsibility:
• The role is Authorised to Incur Expenses (AIE). • The role is responsible for Personnel Emoluments allocation amounting to 4.300, 000, 000 Kenyan Shillings. These are for salaries and allowance for the ministry. • The role is responsible for the Training Budget amounting to 260, 000, 000 Kenyan Shillings. • Coordination of training programs supported by partners up to about ksh.800,000,000.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Computers, office furniture and office equipment B. Land N/A C. Records, data, information, confidential information Staff records, payroll data, The job manages the Government Human Resource Information System (GHRIS) and the Integrated Payroll and Personnel Database (IPPD) system. D. Any other N/A
III. Decision Making:
• The job involves making decisions around the planning and projections to inform Personnel Emoluments allocations and submissions of the budget. • The job involves making decisions on the disbursement of the Personnel Emoluments allocation in the Directorate/Department/Ministry. • The job involves making decisions on interim actions on noncompliance while waiting for Ministerial Human Resource Management Advisory Committee meeting where ultimate decisions are made or court orders on final decision regarding disciplinary matters.
IV.Working Conditions

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: N/A

Frequency: N/A

Out-of-station travelling:

Nature: Conferences, meetings, seminars

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in any of the following fields: Human Resource Management/Development, Industrial Relations, Education or Public/Business Administration from a recognised institution

Professional Qualifications / Membership to professional bodies

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution.
- Certificate in computer application skills from a recognised institution.
- Be a member of the Human Resource Management Practitioners in Kenya.

Previous relevant work experience required.

The role requires 24 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management policies and programmes • Understanding of the relevant labour laws in Kenya • Employee Relation • Resource Management • Coaching and mentoring	• Ability to articulate, interpret and implement national and International policies and development goals • Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results

• Expertise in training	• Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional Intelligence

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Director - Human Resource Development**
Job Group:	R
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Director Human Resource Management and Development
Direct reports:	Senior Assistant Director Resource Management and Development

Job Purpose

To assist in the implementation of Human Resource Management and Development policies, rules and regulations and analyse their impact on organisational performance.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Implementation of Human Resource Management and Development policies, rules and regulations and analyse their impact on performance

- Assist in ensuring correct Interpretation of labour laws and other statutes that impact on the human resource at the Ministry/State Department.
- Assist in the implementation of delegated powers and ensuring that professional human resource management and development standards are maintained.
- Prepare reports on the impact assessment of Human Resource Management and Development policies, rules and regulations on performance management in the Ministry.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Guidance and supervision of staff under the Human Resource Development

- Coordinate special career guidance and counselling programs.
- Allocate duties and responsibilities to staff.
- Supervise staff to track progress on assigned duties.

Responsibility 2: Ensuring bonding of officers on long term courses

- Coordinate the bonding of officers.
- Recommend the deployment of bonded officers.
- Monitor the redemption of bond obligations.

III. Operational Responsibilities

Responsibility 1 Preparation of Human Resource plans and optimal utilisation of human resource

- Assist in the preparation of the training projections and plans.
- Participate in carryout of the Training Needs Assessment of all cadres of staff in the Ministry.
- Assist in designing training programmes based on the needs of the Public Service.
- Assist in the implementation of the technical assistance training programmes.
- Participate in the monitoring and evaluation of the training and human resource development activities.
- Assist in the preparation of succession management/human resource plans and Oversee proper utilisation of human resource.
- Assist in designing, developing and implementing career development strategies in the Ministry.
- Assist in monitoring and evaluation of professional Human Resource Management and Development standards.

Responsibility 2: Implementation and utilisation of the Human Resource Management and Development information Systems

- Assist in the Implementation and assessment of the utilisation of the Government Human Resource Information System (GHRIS) and the Integrated Payroll and Personnel Database (IPPD) system.
- Assist in Identifying and recommending issuance and cancellation of rights and passwords to the staff that operate the IPPD and GHRIS.
- Update of the human resource management and development database.
- Assist in carrying out regular analysis of human resource database and generates reports to respective institutions for decision making.
- Prepare report on administration and management of the Human Resource information system.
- Assist in ensuring the security of information, regular maintenance and update of the systems.

Responsibility 3: Implementation of appropriate frameworks in the Ministry for the discharge of the Human Resource function under the delegated authority by the Public Service Commission to the Authorised Officer

- Assist in identification of the competency gaps in the Ministry, designs and implements relevant training programmes.

- Assist in implementation of competency frameworks.
- Facilitate ministerial recruitment, selection, placement, promotion, recommends approval of remuneration and benefits, discipline, employee relations, complement control and management of exit.
- Participate in identification and recommendation of innovative and creative strategies for management of knowledge and talent in the Public Service.

Responsibility 4: Management of performance

- Assist in the implementation of Performance Management Systems, including Performance Appraisal System and the Rewards and Sanctions Framework in the sections.
- Prepare reports on performance appraisal for the Ministry on the staff Performance Appraisal System in the section(s).
- Captures performance appraisal data, analyse and generates relevant reports.

Responsibility 5 :Assist in the Implementation of Delegated powers by the Constitution and the Public Service Commission

- Analyse staffing levels and makes proposals for filling of vacant positions.
- Assist in providing technical assistance in the recruitment and selection process.
- Analyse staff career development and makes proposals for career development /advancement for staff.
- Assist in the analysis of information to ensure fairness and parity in administration of disciplinary control.
- Supervise payroll production and authorisation of payroll for payment.
- Assist in the administration of constitutional office holders payroll and other benefits.
- Assist in administering staff deployment, secondment, transfers, exits and other related matters.
- Assist in identification of skills gap, design, implementation and evaluation of training and development.
- Facilitate compilation of skills inventory and database.
- Assist in administration of foreign training/scholarships.

Responsibility 6: Preparation of reports for submission to the Public Service Commission and Ministry/State Department: responsible for Finance on Human Resource matters

- Prepare quarterly and annual reports and submits to the Director Human Resource Management and Development.
- Assist in the development of Human resource strategies in the Ministerial Strategic plan.

- Assist in preparation of the monitoring and evaluation report on implementation of the Human Resource component of the Strategic Plan.
- Assist in preparation of report on the declaration of income, assets and liabilities by staff every two years, as well as those on new appointments and exits from the service.
- Collect and collates the staff views to be incorporated in the development of the Code of Conduct for State Officers and Public Officers.
- Assist in processing of the pensions claims.

Responsibility 7: Preparation of Budgets

- Assist in preparation of Personnel Emoluments budgets and training budgets based on Training Needs Assessments and Training Projections.
- Develop proposals for funding Human Resource Management and Development activities for the section.
- Assist in the preparation of departmental budget for Operations and Maintenance.

Responsibility 8: Responding to audit queries

- Assist in providing answers to audit queries on Personnel Emoluments expenditure and other Human Resource Management and Development functions.

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure (AIE).

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Computers, office furniture and office equipment

B. Land

N/A

C. Records, data, information, confidential information

Staff records, payroll data

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team in terms of performance appraisal, scheduling and allocating of duties,

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: N/A

Frequency: N/A

Out-of-station travelling:

Nature: Meetings, seminars, conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's degree in any of the following fields; Human Resource management/Development, Industrial Relations, Education or Public/Business Administration from a recognized institution.

Professional Qualifications / Membership to professional bodies

Strategic Leadership Development Programme lasting not less than 6 week.

Previous relevant work experience required.

The role requires to have 21 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Thorough understanding of Public Service Human Resource Policies and guidelines • Understanding of the relevant labour laws in Kenya • Employee Relation • Resource Management • Coaching and mentoring • Expertise in training	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Director – Human Resource Management and Development**
Job Group:	P
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resources Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director – Human Resource Management and Development
Direct reports:	Principal Human Resource Management and Development Officer

Job Purpose

To assist in the implementation of Human Resource Management and Development policies, rules and regulations and analyse their impact on organisational performance.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Monitor the implementation and effectiveness of Human Resource Management policies, guidelines and procedures in State Departments, Counties and State Agencies

- Ensure the correct interpretation and implementation of human resource regulations relating to pensions, human resource information systems, labour laws and other statutes relating to human resource management.
- Ensure good employee relations in the Ministry.

II. Managerial / Supervisory Responsibilities

Responsibility 1: Monitor the implementation of decisions of the Ministerial/Departmental Training Committee

- Attend Departmental/Ministerial Training Committees, analyses and reports on Human Resource Development issues emanating from the meetings.
- Coordinate training needs assessment and prepares training projections.
- Participate in the development of training projections and plans.
- Participate in the organisation, coordination, monitoring and evaluation of training programmes.

- Conduct vetting and processes nominations for training scholarships.
- Participate in organising in-service training programmes and workshops.
- Process course announcements and approvals.

Responsibility 2: Conduct staff Performance Management

- Conduct staff performance management and appraisals for the Human Resource Management section.

III. Operational Responsibilities

Responsibility 1 Preparation of Human Resource plans and optimal utilisation of human resource

- Assist in the preparation of the training projections and plans.
- Participate in carryout of the Training Needs Assessment of all cadres of staff in the Ministry.
- Assist in designing training programmes based on the needs of the Public Service.
- Assist in the implementation of the technical assistance training programmes.
- Participate in the monitoring and evaluation of the training and human resource development activities.
- Assist in the preparation of succession management/human resource plans and Oversee proper utilisation of human resource.
- Assist in designing, developing and implementing career development strategies in the Ministry.
- Assist in monitoring and evaluation of professional Human Resource Management and Development standards.

Responsibility 2: Implementation and utilisation of the Human Resource Management and Development information Systems

- Assist in the Implementation and assessment of the utilisation of the Government Human Resource Information System (GHRIS) and the Integrated Payroll and Personnel Database (IPPD) system.
- Assist in Identifying and recommending issuance and cancellation of rights and passwords to the staff that operate the IPPD and GHRIS.
- Update of the human resource management and development database.
- Assist in carrying out regular analysis of human resource database and generates reports to respective institutions for decision making.
- Prepare report on administration and management of the Human Resource information system.

- Assist in ensuring the security of information, regular maintenance and update of the systems.

Responsibility 3: Implementation of appropriate frameworks in the Ministry for the discharge of the Human Resource function under the delegated authority by the Public Service Commission to the Authorised Officer

- Assist in identification of the competency gaps in the Ministry, designs and implements relevant training programmes.
- Assist in implementation of competency frameworks.
- Facilitate ministerial recruitment, selection, placement, promotion, recommends approval of remuneration and benefits, discipline, employee relations, complement control and management of exit.
- Participate in identification and recommendation of innovative and creative strategies for management of knowledge and talent in the Public Service.

Responsibility 4: Management of performance

- Assist in the implementation of Performance Management Systems, including Performance Appraisal System and the Rewards and Sanctions Framework in the sections.
- Prepare reports on performance appraisal for the Ministry on the staff Performance Appraisal System in the section(s).
- Captures performance appraisal data, analyse and generates relevant reports.

Responsibility 5 :Assist in the Implementation of Delegated powers by the Constitution and the Public Service Commission

- Analyse staffing levels and makes proposals for filling of vacant positions.
- Assist in providing technical assistance in the recruitment and selection process.
- Analyse staff career development and makes proposals for career development /advancement for staff.
- Assist in the analysis of information to ensure fairness and parity in administration of disciplinary control.
- Supervise payroll production and authorisation of payroll for payment.
- Assist in the administration of constitutional office holders payroll and other benefits.
- Assist in administering staff deployment, secondment, transfers, exits and other related matters.
- Assist in identification of skills gap, design, implementation and evaluation of training and development.
- Facilitate compilation of skills inventory and database.

- Assist in administration of foreign training/scholarships.

Responsibility 6: Preparation of reports for submission to the Public Service Commission and Ministry/State Department: responsible for Finance on Human Resource matters

- Prepare quarterly and annual reports and submits to the Director Human Resource Management and Development.
- Assist in the development of Human resource strategies in the Ministerial Strategic plan.
- Assist in preparation of the monitoring and evaluation report on implementation of the Human Resource component of the Strategic Plan.
- Assist in preparation of report on the declaration of income, assets and liabilities by staff every two years, as well as those on new appointments and exits from the service.
- Collect and collates the staff views to be incorporated in the development of the Code of Conduct for State Officers and Public Officers.
- Assist in processing of the pensions claims.

Responsibility 7: Preparation of Budgets

- Assist in preparation of Personnel Emoluments budgets and training budgets based on Training Needs Assessments and Training Projections.
- Develop proposals for funding Human Resource Management and Development activities for the section.
- Assist in the preparation of departmental budget for Operations and Maintenance.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land

N/A

C. Records, data, information, confidential information

Safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes Knowledge management records and skills inventory records

D. Any other

N/A
III. Decision Making:
The role is responsible for making the following decisions for the division in terms of selecting and preparation of training manuals, staff training needs, knowledge management courses.
IV. Working Conditions:
Physical Challenges: The role works under normal working conditions. **Working at non-standard hours:** The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours. **Out-of-station travelling:** The role works within the work station but with occasionally may travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's degree in any of the following fields: Human Resource Management/Development, Industrial Relations, Education or Public/Business Administration from a recognized institution
Professional Qualifications / Membership to professional bodies
Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
Previous relevant work experience required.
The role requires 15 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Human Resource Management/ Development • Industrial Relations • Public/Business Administration	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment

	• Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Human Resource Management and Development Officer**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director - Human Resource Management and Development
Direct reports:	Chief Human Resource Management and Development Officer

Job Purpose

The purpose of the role is to provide support to technical departments and other support units in the implementation of their mandates as per the Ministry's Strategic Plan.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Monitor the implementation and effectiveness of Human Resource Management policies, guidelines and procedures in State Departments, Counties and State Agencies

- Ensure the correct interpretation and implementation of human resource regulations relating to pensions, human resource information systems, labour laws and other statutes relating to human resource management.
- Ensure good employee relations in the Ministry.

Responsibility 2: Monitor the implementation of decisions of the Ministerial/Departmental Training Committee

- Attend Departmental/Ministerial Training Committees, analyses and reports on Human Resource Development issues emanating from the meetings.
- Coordinate training needs assessment and prepares training projections.
- Participate in the development of training projections and plans.
- Participate in the organisation, coordination, monitoring and evaluation of training programmes.

- Conduct vetting and processes nominations for training scholarships.
- Participate in organising in-service training programmes and workshops.
- Process course announcements and approvals.

Responsibility 3: Conduct staff Performance Management

- Conduct staff performance management and appraisals for the Human Resource Management section.

II. Operational Responsibilities

Responsibility 1: Collection, collation and analysis of Human Resource Management and Development data from the Ministry and making appropriate recommendations

- Analyse the staffing levels and makes proposals for succession planning.
- Analyse the utilisation of human resources and advising on proper deployment.
- Analyse the staff progression and makes proposals for career development.
- Coordinate the development, up-dating and maintenance of the Human Resource Development database.
- Analyse the Human Resource Management issues emanating from Directorates in the Ministry and initiates appropriate action.
- Advise on staff rationalisation on deployment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land

N/A

C. Records, data, information, confidential information

Safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes Human Resource Management and Development records e.g. Job application documents and personnel files

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions team on decisions around Project plans and workforce allocation; the implementation and carrying out of work packages; duty allocation and timelines for reporting on assignments, decisions on leave applications, authorization of data captures' sheets on status change for promotions, payments, discipline, transfers etc., and other internal administrative issues.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognised institution.

Professional Qualifications / Membership to professional bodies

- Diploma in Human Resource Management/Development from a recognised institution OR Part III of Certified Public Secretaries (K) Examination
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution
- Certificate in computer application

Previous relevant work experience required.

The role requires 12 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of Human Resource policies, guidelines and Labour	• Organizational, managerial and administrative abilities

laws, and the Public Service Commission Act	• Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Human Resource Management and Development Officer**
Job Group:	M
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Human Resource Management and Development Officer
Direct reports:	Senior Human Resource Management and Development Officer

Job Purpose

The purpose of the role is to provide support to technical departments and other support units in the implementation of their mandates as per the Ministry's Strategic Plan.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Monitor the implementation and effectiveness of Human Resource Management policies, guidelines and procedures in State Departments, Counties and State Agencies

- Ensure the correct interpretation and implementation of human resource regulations relating to pensions, human resource information systems, labour laws and other statutes relating to human resource management.
- Ensure good employee relations in the Ministry.

Responsibility 2: Monitor the implementation of decisions of the Ministerial/Departmental Training Committee

- Attend Departmental/Ministerial Training Committees, analyses and reports on Human Resource Development issues emanating from the meetings
- Coordinates training needs assessment and prepares training projections
- Participate in the development of training projections and plans.
- Participate in the organisation, coordination, monitoring and evaluation of training programmes.
- Conduct vetting and processes nominations for training scholarships.
- Participate in organising in-service training programmes and workshops.

- Processe course announcements and approvals.

Responsibility 3: Conducts staff Performance Management

- Conduct staff performance management and appraisals for the Human Resource Management section.

II. Operational Responsibilities

Responsibility 1: Collection, collation and analysis of Human Resource Management and Development data from the Ministry and making appropriate recommendations

- Analyse the staffing levels and makes proposals for succession planning.
- Analyse utilisation of human resources and advising on proper deployment.
- Analyse staff progression and makes proposals for career development.
- Coordinate the development, up-dating and maintenance of the Human Resource Development database.
- Analyse Human Resource Management issues emanating from Department in the Ministry and initiates appropriate action.
- Advise on staff rationalisation on deployment.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land

N/A

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes Human Resource Management and Development records e.g. Job application documents and personnel files

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions team on decisions around Project plans and workforce allocation; the implementation and carrying out of work packages; duty allocation and timelines for reporting on assignments, decisions on leave applications, authorization of data captures' sheets on status change for promotions, payments, discipline, transfers etc., and other internal administrative issues.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognised institution.

Professional Qualifications / Membership to professional bodies

- Diploma in Human Resource Management/Development from a recognised institution OR Part III of Certified Public Secretaries (K) Examination.
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
- Certificate in computer application.

Previous relevant work experience required.

The role requires 9 years of cumulative experience The role requires to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Knowledge of Human Resource policies, guidelines and Labour laws, and the Public Service Commission Act	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce

	• Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Human Resource Management Officer**
Job Group:	L
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Chief Human Resource Management Officer
Direct reports:	Human Resource Management Officer I and II

Job Purpose

The purpose of the role is to ensure the implementation of human resource management decisions in the salaries section in support of the mandate and strategic plan of the Ministry.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Salary Section Administration

- Supervise and allocates duties to staff in the salary section.
- Verify computations pertaining to promotions and payment of allowances.
- Coordinate dispatch of personnel files and various reports to the relevant stakeholders.
- Ensure that payslips are uploaded on to the Government Human Resource Information System (GHRIS) on a monthly basis.
- Ensure the security of payroll data.

II. Operational Responsibilities

Responsibility 1: Oversee salaries reinstatements and deletions

- Coordinate execution of duties pertaining to salary deletions, reinstatements and introduction into the payroll.
- Verify deletion of complement data on dismissal, death, retirement and transfers.
- Verify reinstatements and introduction of officers into the payroll.

Responsibility 2: Oversee the preparation of payment vouchers

- Guides the preparation of payment vouchers on issues of salary advances and salary payments.

- Verify accuracy of computation of the payment vouchers.
- Ensure dispatch of payment vouchers to the accounts section for payment.

Responsibility 3: Coordinate the generation of reports

- Receive and distribute deduction requests from banks and other third parties.
- Verify action taken on the requests from banks and other third parties.
- Produce monthly reports, showing that requests from banks and other third parties have been processed.
- Supervise the dispatch of reports to the stakeholders.

Responsibility 4: Responding to correspondences

- Respond to telephone and online enquiries from serving officers and other stakeholders on issues related to payroll matters.
- Draft and verify draft responses to return enquiries pertaining to payroll matters.
- Ensure the dispatch of responses.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes Integrated Payroll and Personnel Data and other related personnel data

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions self in terms of carrying out allocated duties and setting timelines. The role however, provides recommendations and informs the supervisor.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognised institution.

Professional Qualifications / Membership to professional bodies

- Diploma in Human Resource Management/Development from a recognised institution OR Part III of Certified Public Secretaries (K) Examination.
- Certificate in computer application.

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in the directly subordinate role requires to have served in a directly subordinate position for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of human resource management rules, regulations and procedures, payroll/complement data systems and Labour laws • Numerical skills • Data capturing • Information/File management	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

	• Confidentiality and planning • Attention to details

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Human Resource Management Officer I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Management Officer
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement the decisions of the Public Service Commission and Human Resource Management Advisory committee.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinate Performance Appraisals in the Appointment unit

- Set agreed targets with individual staff in the unit in the beginning of the appraisal period.
- Undertake mid-year review on performance of individual officers in the unit.
- Undertake end-year appraisals for the officers in the unit.

II. Operational Responsibilities

Responsibility 1: Coordinate Industrial Attachment in Human Resource Management and Development

- Receive, orient and induct the attachees studying Human Resource related courses.
- Prepare attachment schedules for the attachees in Human Resource.
- Evaluate attachees upon completion of the attachment period.
- Issue attachees with recommendation letters at the end of the attachment period.
- Prepare quarterly attachments report in Human Resource Management for the period.

Responsibility 2: Administer leave for the Ministry

- Receive and verify leave applications for the Ministry.
- Verify status and processes leave applications.
- Convey leave approval.
- Compile the leave status report for the entire Ministry.

Responsibility 3: Facilitate responses to general enquiries and correspondences

- Receive enquiries and correspondences pertaining to HR matters.
- Draft responses to enquiries and correspondences pertaining to Human Resource matters.

Responsibility 4: Coordinate the unit in Human Resource Management

- Monitor the processing of appointment documents.
- Verify information relating to appointments.
- Coordinate the implementation of Public Service Commission and Human Resource Management Advisory committee decisions.
- Coordinate staff deployment and data modification.
- Coordinate staff in the section.

Responsibility 5: Facilitate Performance Management in the Ministry

- Facilitate sensitisation of staff on performance appraisals.
- Receive, verify and process staff performance appraisals forms and prepare a summary of performance ratings.
- Analyse staff performance appraisal ratings and prepares a report.
- Develop an agenda for the Ministerial Performance Management Committee.
- Facilitate the implementation of the Ministerial Performance Management Committee decisions.
- Compile a list of appraisals in the Human Resource division.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information

Safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes ministry staff performance appraisal data

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties however the role provides recommendations and informs the supervisors.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognized institution

Professional Qualifications / Membership to professional bodies

Certificate in computer application

Previous relevant work experience required.

The role requires to have 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of Human Resource Management, Administration and Appointments rules, processes and procedures • Communication skills • Numerical skills • Information and file management	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness

	• Interpersonal relations including being a team player • Attention to detail • Confidentiality • Planning

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Human Resource Management Assistant I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Management Assistant
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement human resource decisions within existing rules, regulations and procedures; capture payroll/complement data; processing leave days and preparing pension documents.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Process pensions for the Ministry

- Identify officers who are due to retire on age ground (60 years mandatory) and prepares all relevant pension documents.
- Verify age using personal files and other relevant details of the officers for pension purposes.
- Draft retirement notices.
- Ensure that all the officers leaving the service are given all relevant retirement documents.
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the retiring officers.
- Prepare salary progressions for retiring officers.
- Prepare standard retirement documents including the GP 178 a normal retirement claim form.
- Confirm the retiring officer's liability status (Confirming either over payment or underpayment during the officer tenor of duty).

- Submit retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and respond to enquiries as applicable between the Retirees, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Responsibility 2: Process death gratuity

- Receive personal files with death reports of the deceased officer.
- Request relevant documents from the next of kin such as the original or certified copy of the death certificate, birth certificates of the children of the deceased, identification documents for the deceased's spouse, marriage certificate, and a letter from the Chief/Sub-County Commissioners/County Commissioners confirming the legal dependants of the deceased and the permanent address of the next of kin.
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the deceased officers.
- Prepare salary progressions for deceased officers.
- Prepare standard death gratuity/retirement documents including the GP 213 a claim form for widows and children pension scheme.
- Confirm the deceased officer's liability status (Confirm over payment or underpayment during the officer tenor of duty).
- Submit death gratuity/retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and responds to enquiries as applicable between the relevant stakeholder of the deceased officers, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics

B. Land – N/A

C. Records, data, information, confidential information
safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes submitted claims i.e. Data for pensions or death gratuity claims to the National Treasury, and data on retirement projections

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties however, the role provides recommendations and informs the supervisors.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Human Resource Management/Development or Industrial/Labour Relations from a recognized institution
OR
Part II of the Certified Public Secretaries (K) examination and a certificate in Human Resource Management from a recognized institution Pension Acts

Professional Qualifications / Membership to professional bodies

Certificate in computer application.

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have to have served in a subordinate role for a minimum period of 6 year(s).	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of the subjects of Human Resource Management/Development or Industrial/Labour Relations	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Human Resource Management Officer II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Management Officer
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement the decisions of the Public Service Commission and Human Resource Management Advisory committee

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Coordinate Industrial Attachment in Human Resource Management and Development

- Receive, orientate and induct the attachees studying Human Resource related courses.
- Prepare attachment schedules for the attachees in Human Resource.
- Evaluats attachees upon completion of the attachment period.
- Issue attachees with recommendation letters at the end of the attachment period.
- Prepare quarterly attachments report in Human Resource Management for the period.

Responsibility 2: Administer leave for the Ministry

- Receive and verifies leave applications for the Ministry.
- Verify status and processes leave applications.
- Convene leave approval.
- Compile the leave status report for the entire Ministry.

Responsibility 3: Facilitate responses to general enquiries and correspondences

- Receive enquiries and correspondences pertaining to HR matters.
- Draft responses to enquiries and correspondences pertaining to Human Resource matters.

Responsibility 4: Coordinate the unit in Human Resource Management

- Monitor the processing of appointment documents.
- Verify information relating to appointments.
- Coordinate the implementation of Public Service Commission and Human Resource Management Advisory committee decisions.
- Coordinate staff deployment and data modification.
- Coordinate staff in the section.

Responsibility 5: Facilitate Performance Management in the Ministry

- Facilitate sensitisation of staff on performance appraisals.
- Receive, verify and process staff performance appraisals forms and prepare a summary of performance ratings.
- Analyse staff performance appraisal ratings and prepares a report.
- Develop an agenda for the Ministerial Performance Management Committee.
- Facilitate the implementation of the Ministerial Performance Management Committee decisions.
- Compile a list of appraisals in the Human Resource division.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes ministry staff performance appraisal data

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties however the role provides recommendations and informs the supervisors.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognized institution.

Professional Qualifications / Membership to professional bodies

Certificate in computer application

Previous relevant work experience required.

The role is an entry level position.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of Human Resource Management, Administration and Appointments rules, processes and procedures • Communication skills • Numerical skills • Information and file management	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player • Attention to detail

	• Confidentiality • Planning

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Human Resource Management Assistant II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Management Assistant
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement human resource decisions within existing rules, regulations and procedures; capture payroll/complement data; processing leave days and preparing pension documents.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Process pensions for the Ministry

- Identify officers who are due to retire on age ground (60 years mandatory) and prepares all relevant pension documents.
- Verify age using personal files and other relevant details of the officers for pension purposes
- Draft retirement notices.
- Ensure that all the officers leaving the service are given all relevant retirement documents
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the retiring officers.
- Prepare salary progressions for retiring officers.
- Prepare standard retirement documents including the GP 178 a normal retirement claim form.

- Confirm the retiring officer's liability status (Confirming either over payment or underpayment during the officer tenor of duty).
- Submit retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and respond to enquiries as applicable between the Retirees, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Responsibility 2: Process death gratuity

- Receive personal files with death reports of the deceased officer.
- Request relevant documents from the next of kin such as the original or certified copy of the death certificate, birth certificates of the children of the deceased, identification documents for the deceased's spouse, marriage certificate, and a letter from the Chief/Sub-County Commissioners/County Commissioners confirming the legal dependants of the deceased and the permanent address of the next of kin.
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the deceased officers.
- Prepare salary progressions for deceased officers.
- Prepare standard death gratuity/retirement documents including the GP 213 a claim form for widows and children pension scheme.
- Confirm the deceased officer's liability status (Confirm over payment or underpayment during the officer tenor of duty).
- Submit death gratuity/retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and respond to enquiries as applicable between the relevant stakeholder of the deceased officers, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics.

B. Land

N/A

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes submitted claims i.e. Data for pensions or death gratuity claims to the National Treasury, and data on retirement projections.

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties however, the role provides recommendations and informs the supervisors.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Human Resource Management/Development or Industrial/Labour Relations from a recognized institution.

OR

Part I of the Certified Public Secretaries (K) examination and a certificate in Human Resource Management from a recognized institution Pension Acts.

Professional Qualifications / Membership to professional bodies

Certificate in computer applications

Previous relevant work experience required.

The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Knowledge of the subjects of Human Resource Management/Development or Industrial/Labour Relations	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Human Resource Management Assistant III**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource Management and Development
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Management Assistant
Direct reports:	N/A

Job Purpose

The purpose of the role is to implement human resource decisions within existing rules, regulations and procedures; capture payroll/complement data; processing leave days and preparing pension documents.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Process pensions for the Ministry

- Identify officers who are due to retire on age ground (60 years mandatory) and prepares all relevant pension documents.
- Verify age using personal files and other relevant details of the officers for pension purposes
- Draft retirement notices.
- Ensure that all the officers leaving the service are given all relevant retirement documents
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the retiring officers.
- Prepare salary progressions for retiring officers.
- Prepare standard retirement documents including the GP 178 a normal retirement claim form.

- Confirm the retiring officer's liability status (Confirming either over payment or underpayment during the officer tenor of duty).
- Submit retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and respond to enquiries as applicable between the Retirees, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Responsibility 2: Process death gratuity

- Receive personal files with death reports of the deceased officer.
- Request relevant documents from the next of kin such as the original or certified copy of the death certificate, birth certificates of the children of the deceased, identification documents for the deceased's spouse, marriage certificate, and a letter from the Chief/Sub-County Commissioners/County Commissioners confirming the legal dependants of the deceased and the permanent address of the next of kin.
- Apply for Kenya Revenue Clearance Certificates from Kenya Revenue Authority for the deceased officers.
- Prepare salary progressions for deceased officers.
- Prepare standard death gratuity/retirement documents including the GP 213 a claim form for widows and children pension scheme.
- Confirm the deceased officer's liability status (Confirm over payment or underpayment during the officer tenor of duty).
- Submit death gratuity/retirement documents to National Treasury.
- Conduct follow ups on the status of cases submitted to National Treasury.
- Initiate and respond to enquiries as applicable between the relevant stakeholder of the deceased officers, Nation treasury and KRA.
- Maintain registers including the claims submission register, files movement register, retirement notice register, general pensions correspondence register.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics.

B. Land

N/A

C. Records, data, information, confidential information

safekeeping, ensuring proper storage and updating of the Ministry's/department's information which includes submitted claims i.e. Data for pensions or death gratuity claims to the National Treasury, and data on retirement projections.

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties however, the role provides recommendations and informs the supervisors.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Human Resource Management/Development or Industrial/Labour Relations from a recognized institution.

OR

Part I of the Certified Public Secretaries (K) examination and a certificate in Human Resource Management from a recognized institution Pension Acts.

Professional Qualifications / Membership to professional bodies

Certificate in computer applications

Previous relevant work experience required.

The role is an entry level position.			
Functional Skills:		**Behavioral Competencies/Attributes:**	
• Knowledge of the subjects of Human Resource Management/Development or Industrial/Labour Relations		• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Records Management Officer**
Job Group:	L
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Central Registry
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Records Management Officer
Direct reports:	Records Management Officer I, II and III

Job Purpose

The purpose of this role is to head a registry in a Ministry/Department headquarters.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervise, guide and develop staff working under him/her

- Supervise staff on allocated duties.
- Oversee the development of staff working under him/her.
- Guide staff in setting performance appraisal targets.
- Appraise the staff working under him/her.

Responsibility 2: Manage file movement

- Facilitate the receiving of file requests from offices in the ministry.
- Assign staff for distribution of requested files.
- Monitor the tracking of files removed registered and distributed to respective/relevant offices.
- Ensure that pending correspondence and bring-ups are checked and appropriate action taken.

Responsibility 3: Supervise the appraisal and disposal of records

- Liaise with Kenyan National Archives and Documentation Services (KNADS) for appraisal and disposal of records.
- Supervise the physical surveying of records.
- Conduct the appraisal to determine the value of records.
- Manage the disposal of records whether to transfer to KNADS or Records Centre, or destroy appropriately/ accordingly in accordance with Chapter 19 of Constitutional Law.

II. Operational Responsibilities

Responsibility 1: File records and maintains files

- Request file folders from procurement.
- Ensure file covers are well maintained and that worn-out covers are changed.
- Update and maintains personnel records and file index.
- Open new files.
- Ensure proper storage and retrieval of files.
- Ensure the storage area is clean.

Responsibility 2: Ensure mails are received, sorted, opened and dispatched, and related registers are maintained

- Receive letters from Head of Departments sent to them by the central registry.
- File mail, folio and minutes of meetings.
- Register and distribute mail to the relevant officers.

Responsibility 3: Ensure security of information, documents, files and office equipment

- Ensure the appropriate storage, maintenance of files and personnel records, and prevention of unauthorized access.
- Sort and classify documents for filing and storage.
- Prevent records from damage, mishandling or malicious damage e.g. plucking of folios.
- Take precaution to prevent fire, pests and dust, direct sunlight, and water from damaging records.
- Ensure the office is locked and unauthorised entry is prevented.

Responsibility 4: Prepare simple letters and carries out any other duty that may be allocated

- Prepare letters on transfer of personal documents/files.
- Carry out any other duty as allocated by the supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics allocated to it, computers and associated accessories allocated to, metal cabinets, scanners, franking machine, weighing machine and photocopier and fax machine

B. Land

N/A

C. Records, data, information, confidential information

Personnel records; employment records, disciplinary records, transfer records, promotion letters and other Government documents

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for self in teams in terms of allocation of duties and timelines.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Records/Information Management Information/Library Science or equivalent qualification from a recognised institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role is required to have 9 years of cumulative relevant experience and to have served in a subordinate position for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**

• Knowledge of filing, sorting of mail and records/file management government regulations	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Records Management Officer I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Central Registry
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Records Management Officer
Direct reports:	N/A

Job Purpose

The purpose of the role is to ensure effective maintenance and custodianship of records in the organization for its day to day operations.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Ensure that letters are appropriately filed and marked to action officers

- Receive and sort letters.
- Supervise and participate in the filing and marking of letters by junior officers.
- Participate in indexing of all the letters.

Responsibility 2: Control and open files and updating file index

- Supervise and participate in the opening of new files after ensuring that files do not already exist to avoid duplication.
- Supervise and participate in the control of movement of files by ensuring files are entered in registers.
- Supervise and participate in the proper indexing of new files and updating old ones.

Responsibility 3: Ensure security of information/files in the registry

- Sensitise officers on how to handle information/files due to their sensitive nature.
- Ensure restriction of the registry to only authorised personnel and ensure files are always kept secure in locked cabinets and the classified files are secure.

Responsibility 4: Update and maintain up-to-date file movement records

- Ensure that the registers are well maintained.

Responsibility 5: Ascertaining general cleanliness of the registry

- Supervise and guides the cleanliness of registry to ensure that files are not tampered with.
- Coordinate the carrying out of fumigation to ensure records are not destroyed by pests.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office furniture, electronics, computers and associated accessories

B. Land

N/A

C. Records, data, information, confidential information

Ministry registers

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in any of the following: Records/information Management, Information/Library science or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
The roles requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Communication skills • Problem Solving and target setting • Delivery on work plans • Inventory and Stores Management Skills • Time management skills	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Records Management Officer II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource
Location / Work station:	Nairobi-Headquarters
Reporting Relationships	
Reports to:	Senior Records Management Officer
Direct reports:	N/A

Job Purpose

Maintenance and custodian of records in the organization for its day to day operations.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Ensure that letters are appropriately filed and marked to action officers

- Receive and sort letters.
- Supervise and participate in the filing and marking of letters by junior officers.
- Participate in indexing of all the letters.

Responsibility 2: Control and open files and updating file index

- Supervise and participate in the opening of new files after ensuring that files do not already exist to avoid duplication.
- Supervise and participate in the control of movement of files by ensuring files are entered in registers.
- Supervise and participate in the proper indexing of new files and updating old ones.

Responsibility 3: Ensure security of information/files in the registry

- Sensitize officers on how to handle information/files due to their sensitive nature.
- Ensure restriction of the registry to only authorised personnel and ensure files are always kept secure in locked cabinets and the classified files are secure.

Responsibility 4: Update and maintain up-to-date file movement records

- Ensures that the registers are well maintained.

Job Dimensions:

I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Office furniture, electronics, computers and associated accessories B. Land N/A C. Records, data, information, confidential information Ministry registers D. Any other N/A
III. Decision Making:
The role is responsible for making the following decisions for self in terms of planning on how to carry out scheduled and allocated duties.
IV. Working Conditions:
Physical Challenges: N/A **Working at non-standard hours:** N/A **Out-of-station travelling:** N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in any of the following: Records/information Management, Information/Library science or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.

The role requires 3 years of cumulative experience and to have served in a directly subordinate role for a minimum period of 3 year(s).	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Communication skills • Problem Solving and target setting • Delivery on work plans • Inventory and Stores Management Skills • Time management skills	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Records Management Officer III**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Human Resource
Location / Work station:	Nairobi-Headquarters
Reporting Relationships	
Reports to:	Senior Records Management Officer
Direct reports:	N/A

Job Purpose

Maintenance and custodian of records in the organization for its day to day operations.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Ensure that letters are appropriately filed and marked to action officers

- Receive and sort letters.
- Supervise and participate in the filing and marking of letters by junior officers.
- Participate in indexing of all the letters.

Responsibility 2: Control and open files and updating file index

- Supervise and participate in the opening of new files after ensuring that files do not already exist to avoid duplication.
- Supervise and participate in the control of movement of files by ensuring files are entered in registers.
- Supervise and participate in the proper indexing of new files and updating old ones.

Responsibility 3: Ensure security of information/files in the registry

- Sensitize officers on how to handle information/files due to their sensitive nature.
- Ensure restriction of the registry to only authorised personnel and ensure files are always kept secure in locked cabinets and the classified files are secure.

Responsibility 4: Update and maintain up-to-date file movement records

- Ensures that the registers are well maintained.

Job Dimensions:

V. Financial Responsibility:
The role is not responsible for any financial aspects.
VI. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Office furniture, electronics, computers and associated accessories B. Land N/A C. Records, data, information, confidential information Ministry registers D. Any other N/A
VII. Decision Making:
The role is responsible for making the following decisions for self in terms of planning on how to carry out scheduled and allocated duties.
VIII. Working Conditions:
Physical Challenges: N/A **Working at non-standard hours:** N/A **Out-of-station travelling:** N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Certificate in any of the following: Records/information Management, Information/Library science or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
The role is an entry level position.

Functional Skills:	Behavioral Competencies/Attributes:
• Communication skills • Problem Solving and target setting • Delivery on work plans • Inventory and Stores Management Skills • Time management skills	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Library Assistant II**
Job Group:	H
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	
Section / Unit:	
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Library Assistant
Direct reports:	N/A

Job Purpose

To avail relevant information to the library users in the Ministry.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Process information materials

- Check-in and Check-out library materials (books, government publications, journals).
- Ensure proper circulation of library materials.
- Perform patron registration.
- Carry out transaction activities in the library.
- Check library deliveries of interlibrary and loan materials.
- Manage library collections.
- Enter and update patrons records.
- Sort books, publications and other items according to established procedures.

Responsibility 2:Carry out Information searches

- Receive queries from users and assists in determining where to acquire the necessary information.
- Carry out orientation to facilitate easy access.
- Answer direct questions and refers patrons to appropriate personnel.

- Assist patrons in learning how to use the library's search tools.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Computer and elecetronic accessories

B. Land

N/A

C. Records, data, information, confidential information

Library materials

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team and library users with regards to use of library materials.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in library or information science.

Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
The role requires 3 years cumulative relevant experience and to have served in a directly subordinate role for minimum period of 3 years.

Functional skills:	Behavioural Competencies/Attributes:
• Good Communication skills • Interpersonal skills • Records management skills • Self-drive and commitment to duty • Team player • Client service support and public relations • Disaster management • Ability to follow procedures and policies	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

10.3 Finance

Job Title:	**Senior Chief Finance Officer**
Job Group:	S
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Finance
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Chief Finance Officer
Job Purpose	
To ensure that the Ministry achieves its mandate by providing support services to Departments and Units on budgetary issues, and other advisory services in financial management and expenditure.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
II. Managerial / Supervisory Responsibilities	
Responsibility 1: Advise the Accounting Officer on financial management • Guide the accounting officer on the relevant laws and policies relating to public financial management. • Brief the Accounting Officer on budget implementation recommendations when required. • Process initial list of proposed Authorised to Incur Expenditure (AIE) holders before discussing the list with the Principal Secretary for generation of appointment letters. • Prepare financial performance briefs for the Principal Secretary regularly. **Responsibility 2: Provide Leadership in Budget Management**	

- Coordinate, chair and follow up action on Ministerial Budget Implementation Committee meetings.
- Ensure commitments and adherence to Government Regulations and voted provisions at all times.
- Prepare the Annual cash flow for the Ministry in line with standard guidelines.
- Coordinate preparation of the financial reports for submission to relevant arms of Government i.e. National Treasury and Controller of Budgets.
- Coordinate the preparation of annual work plans, cash flow plans and procurement plans.
- Undertake risk assessment of the budgetary provisions to ensure a smooth implementation of the budget.

Responsibility 3: Coordinate the preparation of Ministerial Public Expenditure Reviews and Sector Reports

- Analyse National Treasury circular on sector working groups and public expenditure reviews.
- Form and guide relevant working committees, compiles the final report and briefs the Principal Secretary before submission to the National Treasury.
- Provide guidance on preparation of the Medium Term Expenditure Framework (MTEF) Budget.

III. Operational Responsibilities

Responsibility1: Budget planning, preparation and implementation

- Analyse and disseminate National Treasury guidelines on budget preparation annually
- Approve Local Purchase Orders and Local Service Orders in the Integrated Finance Management Information System(IFMIS) as per the e-procurement pay module
- Approve payment vouchers on IFMIS at all times.
- Attend Ministerial Tender Committee meetings and participates as the Deputy Chair as per the provision of the Public Procurement and Disposal Act.
- Liase with various ministerial committees of parliament in budget planning, preparation and implementation through preparation of reports and meetings.
- Ensure that the Ministry's budget is prepared, discussed and submitted to The National Treasury on time at all times.
- Review commitments for donor funded projects for Ministry in consultation with the resource mobilisation department of the National Treasury.

Job Dimensions:
I. Financial Responsibility:
The role is an A.I.E holder and is responsible for controlling and managing the Ministry's Annual budget of approximately KES 24 billion.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) Desktop, laptop, Computer Accessories, office furniture, safe, cabinet, photocopier B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role is responsible for making decisions for the whole Ministry and the Finance team on policy implementation, budget allocation and timelines related to the budgeting exercise.
IV. Working Conditions
Physical Challenges Nature: N/A Frequency: N/A **Working at non-standard hours** Nature: N/A Frequency: N/A **Out of station travelling** Nature: The role travels out of station to attend meetings on policy making Frequency: Monthly
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications

Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related field.
Professional Qualifications / Membership to professional bodies
Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
Previous relevant work experience required.
The role must have 24 years of cumulative relevant experience and to have served in a directly subordinate role for at least three (3) years.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of the Public Finance Management Act, Public, Procurement and Disposal Act, Constitution Chapter 12 and the National Treasury guidelines • Shown outstanding capability in Financial Management • Technical problem solving, resource management, interpersonal and communication, people management, Strategy formulation skills • Policy formulation and implementation knowledge	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Chief Finance Officer**
Job Group:	Q
Ministry	Health
Department:	Administration
Division:	N/A
Section / Unit:	Finance
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Finance Officer
Direct reports:	Senior Principal Finance Officer

Job Purpose

To ensure that the Ministry achieves its mandate by providing support services to Departments and Units on budgetary issues, and other advisory services in financial management and expenditure.

Key Responsibilities / Duties

I. Policy Responsibilities

II. Managerial / Supervisory Responsibilities

Responsibility 1: Provision of Leadership in Budget Management

- Follow up action on Ministerial Budget Implementation Committee meetings
- Ensure commitments and adherence to Government Regulations and voted provisions at all times.
- Prepare the Annual cash flow for the Ministry in line with set guidelines.
- Assist in coordinating preparation of the financial reports for submission to relevant arms of Government i.e. National Treasury and Controller of Budgets, parliamentary committees
- Coordinate the preparation of annual work plans, cash flow plans and procurement plans
- Undertake risk assessment of the budgetary provisions to ensure a smooth implementation of the budget

Responsibility 2: Coordination of the preparation of Ministerial Public Expenditure Reviews and Sector Reports

- Analyse the National Treasury circular on sector working groups and public expenditure reviews
- Form and guide relevant working committees, compiles the final report and briefs the Principal Secretary before submission to the National Treasury

- Provide guidance on preparation of the Medium Term Expenditure Framework (MTEF) Budget

III. Operational Responsibilities

Responsibility 1: Budget planning, preparation and implementation

- Analyze and disseminates National Treasury guidelines on budget preparation annually
- Approve Local Purchase Orders and Local Service Orders in the Integrated Finance Management Information System(IFMIS) as per the e-procurement pay module
- Approve payment vouchers on IFMIS at all times.
- Attends Ministerial Tender Committee meetings and participates as per the provision of the Public Procurement and Disposal Act
- Coordinate the formulation of that the Ministry's budget and ensure it is submitted to The National Treasury on time at all times.

Job Dimensions:

I. Financial Responsibility:

The role is responsible for controlling and managing the Ministry's Annual budget of approximately KES 10 billion

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Desktop, laptop, Computer Accessories, office furniture, safe, cabinet, photocopier

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for Finance team on policy implementation, budget allocation and timelines related to the budgeting exercise

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university.

Professional Qualifications / Membership to professional bodies

Strategic Leadership Development Programme course from a recognised institution.

Previous relevant work experience required.

The role requires 18 year(s) of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of three (3) year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge of the Public Finance Management Act, Public, Procurement and Disposal Act, Constitution Chapter 12 and the National Treasury guidelines • Shown outstanding capability in Financial Management • Technical problem solving, resource management, interpersonal and communication, people management, Strategy formulation skills • Policy formulation and implementation knowledge	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Finance Officer**
Job Group:	N
Ministry	Health
Department:	Administration
Department:	N/A
Division:	N/A
Section / Unit:	Finance
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Principal Finance Officer
Direct reports:	Senior Finance Officer

Job Purpose

To support the Ministry in achieving its mandate by offering financial services to Departments and Units through the carrying out of specified duties and providing guidance to subordinates on a day to day basis.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Prepare MTEF and other budgets

- Prepare program performance review.
- Prepare sector reports.
- Participate in sharing of resources.
- Prepare itemised and revised budget.

Responsibility 2: Budget implementation

- Prepare Authority to Incur expenditure schedules to field stations.
- Communicate Ministry's budget to accounting officer.
- Monitor budget implementation.
- Conduct commitment control.

Responsibility 3: Financial advisory services

- Participate in various committees e.g. procurement.
- Prepare annual cash flow plans and financial reports.
- Ensure adherence to treasury guidelines.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools) The role is responsible for the safekeeping and proper use of office furniture and computer B. Land N/A C. Records, data, information, confidential information N/A D. Any other N/A
III. Decision Making:
The role is responsible for making decisions for self on the implementation and carrying out of work packages.
IV. Working Conditions:
Physical Challenges: N/A **Working at non-standard hours:** N/A **Out-of-station travelling:** The position is required to travel nationally on a monthly basis
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance OR any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification
Professional Qualifications / Membership to professional bodies

- Senior Management course lasting not less than four (4) weeks.
- Attended and successfully completed a certificate course in Public Financial Management.

Previous relevant work experience required.

The role requires 12 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Supervisory management • Policy implementation • Oral/Written Communication skills • Target setting • Administration skills • Team leadership • Problem solving	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Finance Officer**
Job Group:	M
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Finance
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Finance Officer
Direct reports:	Finance Officer I, II and III

Job Purpose

To support the Ministry in achieving its mandate by offering financial services to Departments and Units through carrying out specified duties and providing guidance to subordinates on a day to day basis.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Prepare expenditure forecasts as a basis for discussion with the relevant entities

- Analyse and prepare reports monthly Appropriation in Aid (A-I-A), pending bills, IPPD and expenditure returns for submission to the National Treasury and Controller of Budgets (COB).
- Prepare cash flow. plans to guide exchequer requirements for the Ministry periodically
- Prepare expenditure progress reports regularly.
- Participate in preparing and implementing Ministerial work plans and procurement plans when required.

Responsibility 2: Initiating proposals seeking funds for additional expenditure and re-allocation of voted funds during the year

- Guide departments on the requirements of the supplementary estimates circulars from Treasury.
- Analyse proposed reallocations and additional funding requests from departments and ensure it is in line with the provisions of the National Treasury circulars.

- Engage the Resource Mobilisation Department of the National Treasury to agree on the levels of funding from development partners.
- Prepare reallocation forms (Financial Order No.3) to be submitted to the National Treasury.
- Prepare proposals periodically to the National Treasury for additional funding for the Ministry.

II. Operational Responsibilities

Responsibility1: Prepare the Ministry's budgets for both recurrent and development expenditure

- Receive and analyse draft budget proposals from departments periodically.
- Prepare Ministerial Program Performance Reviews when required.
- Prepare sub-sector and sector MTEF reports when required.
- Co-ordinate and prepare program based budgets for the Ministry periodically.
- Ensure that the draft itemised budgets in the plan are captured to the budget Integrated Finance Management Information System (IFMIS) module.
- Ensure that the draft itemised budgets are captured in the Hyperion plan in the budget IFMIS module.
- Collate information from departments for the preparation of briefs on budget allocation in the Ministry.
- Participate in the Estimates working group on the itemised budget and the sector working group.
- Analyse budgets for state corporations and councils when required.

Responsibility 2: Monitor expenditure and projects including program implementation

- Process and issue Authority to Incur Expenditure (AIE) to field stations through (FO91 – Financial Order 91).
- Monitor collection of appropriation in aid from the identified sources.
- Coordinate the updating of project implementation information on ePROMIS.
- Confirm availability of funds and chargeable items before expenditure commitments are effected.
- Monitor project expenditure and prepares reports on project implementation.

Responsibility 3: Provision of administration services

- Analyse and prepares budget reports for consideration by budget implementation committee.

- Participate in Ministerial Procurement committee meetings.
- Carry out Performance evaluation and appraisal for subordinate.
- Prepare departmental procurements and work plans annually.
- Prepare reports on financial targets in the Ministerial Performance Targets quarterly
- Take initial action on responses of financial matters by the Parliamentary Oversight Committees.
- Participate in the preparation of responses to audit reports by Kenya National Audit Office (KENAO).
- Ensure availability of funds and chargeable items before expenditure commitments are effected.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions for the teams in terms of timelines as set in the PFM Act 2012, National Treasury Circulars, Budgetary and resource allocation and policy implementation for the Ministry, departments and units.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To attend meetings on policy

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in any of the following, Commerce or Economics, Business Administration, Business Management or Finance.

Professional Qualifications / Membership to professional bodies

- Certificate in Public Financial Management from a recognized institution lasting not less than four (4) weeks.
- Certificate in Senior Management course lasting not less than four (4) weeks.

Previous relevant work experience required.

The role must have 9 years of cumulative relevant experience and have served in a subordinate position for a minimum period of 3 year(s).

Functional skills:	**Behavioural Competencies/Attributes**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Finance Officer II**
Job Group:	K
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Finance
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Finance Officer
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry's mandate is achieved by offering Financial Services to Departments and Units.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Gather, compile and analyse information on commitment and expenditure trends and initiating appropriate corrective action as may be required • Process and dispatch Authority to Incur Expenditure (AIE's) for all departmental field offices. • Prepare the initial program based budget by linking it to programs, sub programs and outputs. • Analyse and report on budget and expenditure for program performance periodically. • Prepare the initial sub-sector and sector MTEF budget so as to be in line with the provided Treasury circular. • Prepare Ministry itemised budget annually which entails inputting the data from the departments in the Ministry into the Plan to Budget module of the IFMIS. • Initiate processing of requisition forms before procurement of goods and services. **Responsibility 2: Compile information required on budget monitoring and expenditure control including expenditures on salaries and allowances**	

- Analyse the level of utilisation of funds and appropriation in aid collected as part of the performance contract reporting.
- Collect and compile information on Appropriation in Aid (A-I-A), pending bills, IPPD and expenditure returns for submission to the National Treasury and Controller of Budgets (COB).
- Follow up on queries arising from field offices on AIE and taking corrective action where necessary.
- Prepare quarterly reports on the donor financed projects in the Ministry to the Treasury.
- Provide technical financial support to the donor funded projects in the Ministry regularly.
- Guide officers in technical departments on how to update their projects in the E-promise regularly.

Responsibility 3: Processing of reallocations within the budget

- Analyse requests from departments for reallocation regularly.
- Process initial FO3 forms for reallocation.
- Input the processed reallocations into the plan to budget system in the IFMIS module.
- Liaise with the National Treasury to effect approved reallocations.

Responsibility 4: Administration services

- Compile reports for discussion in the budget implementation committee.
- Update the HOD on the level of expenditure and tracking against the budget periodically.
- Liaise with the National Treasury and the Government Printer to get the relevant budget books.
- Liaise with the resource mobilisation department to identify donor commitments allocated to the Ministry for budgetary purposes.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of the following Office Furniture and electronics allocated to it, Computers and associated accessories allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safekeeping, ensuring proper storage and updating of the Ministry's/department's information, including Copies of AIE's, AIE Schedules, AIE registers

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role must have 3 years of cumulative experience and must have served in a directly subordinate position for a minimum period of 3 year(s).	
Functional skills:	**Behavioural Competencies/Attributes**
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

10.4 Information and Communication Technology

Job Title:	**Senior Assistant Director, Information Communication Technology**
Job Group:	Q
Ministry	Health
State Department	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Information Communication Technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Secretary Administration
Direct reports:	Assistant Director Information Communication Technology

Job Purpose

Responsible for maintaining Information Communication Technology (ICT) standards within the Ministry.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Development and management of ICT policies

- Provide ICT leadership and direction.
- Ensure project prioritization, sequencing, resource planning and allocation to facilitate adequate provision of resources for successful project implementation
- Safeguard observance of ICT canons
- Draw up ICT plans and overseeing their implementations

II. Managerial / Supervisory Responsibilities

Responsibility 1: Coordination of ICT programmes

- Monitor and conduct periodic Quality assurance reviews in order to track progress of ICT programs/projects as well as ensure that projects are meeting their intended objectives and outcomes
- Monitoring compliance with ICT industry standards, policies, and procedures

Responsibility 2: Budget preparation and utilization

- Develop a time line, and sets the budget for ICT

- Ensure that project resources are properly managed and projects are successfully implemented

Responsibility 3: Directing staff matters

- Assess ICT capacity duties and needs and ensure that they are addressed
- Make sure that government-wide ICT career path and industry standards progression is adopted

Responsibility 4: ICT planning and coordination and implementation of all ICT projects

- Ensure ICT guidelines and procedure are tracked
- Track progress of ICT programs
- Safeguard policy standards and actions.
- Ensure that projects are meeting their intended objectives and outcomes.

Responsibility 5: ICT planning for government and alignment of national ICT strategic plans and goals

- Mobilize resources and developing an appropriate strategy
- Trail adherence of procedures and best practices

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of desktop computer, laptop, Computer accessories, office furniture, photocopier, ICT Servers and ICT equipment inventory

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:
The role is responsible for making decisions for the team in terms of allocating roles responsibilities and strategy and policy direction for the ICT Unit
IV. Working Conditions:
A. Physical Challenges: N/A B. Working at non-standard hours: N/A C. Out-of-station travelling The role is required to travel nationally on a quarterly basis to participate in development of policy documents and programmes
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Master's Degree in Computer Science or any other ICT related discipline from a recognised institution
Professional Qualifications / Membership to professional bodies
Attended a strategic leadership Development Programme lasting not less than four (4) weeks from a recognised institution
Previous relevant work experience required.
The role requires 21 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Problem solving skills • Interpersonal skills • Knowledge of key ICT applications and packages used in Government/Public service	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven

	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Assistant Director Information Communication Technology**
Job Group:	P
Ministry:	Health
State Department:	N/A
Department:	Administrative
Division:	Information Communication Technology
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Secretary of Administration
Direct reports:	Principal ICT Officer
	Head of Infrastructure
Job Purpose	
To ensure that Ministry of Health leverages on ICT to deliver its services to the Public and enhance usage of cost and improve accountability.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
Responsibility 1: Coordinate and Lead in development , implementation and review of ICT Policy framework • Identify a technical working team for the purpose of reviewing the development and implementation of the ICT Policy so as to come up with terms of reference. • Coordinate the meetings for developing scope in which the policy will be worked. • Draft ICT Policy and present it to internal and external stakeholders for buy in and input. • Ensure that the ICT Pollicy framework is implemented within the Ministry effectively. • Monitor and evaluate the effectiveness of ICT Policy.	
II. Managerial / Supervisory Responsibilities	
Responsibility 1: Coordinate the ICT strategy for the Ministry of Health	

- Constitute a team to come up with the scope of the strategy with the current innovations.
- Come up with a draft strategy and presents it to internal and external stakeholders before drafting final strategy for the Ministry.
- Launch and oversee the effective implementation of strategy.
- Monitor and evaluate the effectiveness of strategy and ensures corrective action is taken where needed.

Responsibility 2: Ensure that ICT Projects are completed within the planned time and budget

- Create a core team to monitor and ensure implementation of project.
- Schedule for implementation of project with monitoring mechanism to ensure that project is implemented in line with scope.
- Review projects progress fortnightly and where bottlenecks are found they are addressed as a team and updates the Principal Secretary and other Stakeholders.

Responsibility 3: Develop appropriate ICT Infrastructure and reviewing existing infrastructure

- Identify global trends and domesticates them to the Ministry's needs.
- Spearhead e-govenment initiatives in the application of ICT application.
- Develop annual divisional work plans and procurement plans.

II. Operational Responsibilities

Responsibility 1: Providing technical assistance to ICT Projects both at National and County governments and its users

- Set up standards for ICT application in Health facilities.
- Evaluate applications being utilised and liasing with Users whether they are able to meet those standards.
- Asses ICT training needs for Officers and comes up with schedule of Training,inhouse and external.

Responsibility 2: Manage the ICT division

- Develop an annual Divisional Work plans & performance appraisal system for the staff in the division.
- Ensure staff under Division develop individual workplans.
- Develop a monitoring and evaluation mechanism for ensuring that set targets are achieved/ accomplished.
- Manage the staff performance contracting and review process.

- Provide leadership to the Unit through among other activities scheduling and allocating duties to staff.
- Ensure that officers are adequatley trained.
- Draw Budget for the ICT Division in line with guidelines and workplan.

Responsibility 3: Managing the Information System for the Ministry

- Ensure that the DHI tool is running effectively by training the health Officers on the ground on its use.
- Train developers and Users of systems within the Ministry.
- Disseminate credible information on health to promote a knowledge health based society.

Responsibility 4: Promote ICT Security

- Promote the security of information and records by ensuring that all equipment are anti- virus loaded, have passwords and firewalls.
- Promote redundancy by ensuring that there is data back up through active Directories.
- Ensure that the Data Centre which has Servers with various systems running is managed efficiently.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE) holder, and is responsible for the following financial aspects prudent management of allocated budget on ICT operations and maintenance issues.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The Role is responsible for the safe custody of the Office furniture and ICT equipment such as Computers, Servers and switches

B. Land

N/A

C. Records, data, information, confidential information

The Role is responsible for the safe custody of records and information such as Payroll records, Inventory of ICT Records, Strategic plans, policies.

D. Any other

N/A

III. Decision Making:

The Role is responsible for making decision for unit on planning, policy implementation, timelines, and resource allocation.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: Meetings and conferences

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Masters degree in Computer science or any other ICT related discipline from a recognized Institution.

Professional Qualifications / Membership to professional bodies

Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required

The role requires 18 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	Behavioural Competencies/Attributes
• Project management courses-Prince 2 • Hp 3 par storage management • Communicating effectively • Planning and organizing the job • Resource management • Technical competence • Project Planning and Management	• Ability to articulate and implement Ministerial/Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Result oriented, self-driven

• Analytical Problem Solving and Decision Making • High Standards of professional ethics • Managerial and administrative skills • Leading Teams • Financial Acumen • Computer literacy skills	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal ICT Officer**
Job Group:	N
Ministry:	Health
State department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Information and communication technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director - ICT
Direct reports:	Chief ICT Officer

Job Purpose

To ensure that the Ministry achieves its mandate by the proper development, directing, coordinating and designing ICT-related activities for Departments and Units as well as providing administrative direction and support for daily operational activities of the ICT department.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Co-ordination of systems development, implementation and maintenance

- Ensure the completion of the identified systems development process.
- Ensure implementation of the user defined systems in the Ministry at all times.
- Prepare progress reports of systems developed regularly.
- Ensure proper maintenance of systems in the Ministry at all times.

Responsibility 2: Training and preparing staff performance reports

- Identify the staff training needs of the ICT unit regularly.
- Set performance targets and assesses staff performance in the ICT unit periodically.
- Prepare annual staff performance appraisal reports periodically.

II. Operational Responsibilities

Responsibility 1:Systems development, implementation and allocation

- Carry out feasibility studies for user defined system development for the Ministry.
- Develop systems specifications (TOR's) for the Ministry when required.
- Ensure roll out of user defined systems for the Ministry.
- Ensure that system roles are properly allocated amongst the team members.

Responsibility 2: Plan, monitor and evaluate program/ activities within the ICT unit

- Prepare ICT unit annual work plan and procurement plan annually.
- Track implementation of the work plans on a quarterly basis.

Responsibility 3: Liaise with user departments on effective maintenance of ICT equipment

- Ensure ministry's ICT equipment inventory is up to date at all times.
- Coordinate the maintenance of ICT equipment annually as per schedule.

Responsibility 4: System evaluation and adherence to established Information Communication Technology (ICT) standards

- Ensure systems developed conform to established ICT standards at all times.
- Enforce corrective actions where there are identified deviations to ICT standards regularly.

Responsibility 5: Identification of ICT hardware and software for procurement

- Ensure the ICT equipment specifications are up to date.
- Co-ordinate the technical evaluation of ICT hardware and software to be procured.
- Coordinate the inspection of procured ICT hardware and software when they are delivered.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use office furniture, computers, ICT servers, ICT equipment and electronics allocated.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions on an individual level on project plans and workforce allocation and is personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency:

Working at non-standard hours

Nature: N/A

Frequency:

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Computer Science, Information Communication and Technology, Electronics or Electrical Engineering.

Professional Qualifications / Membership to professional bodies

Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution

Previous relevant work experience required.

The role must have 15 years of cumulative relevant experience and must have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills	Behavioural Competencies/Attributes
• Knowledge of latest ICT trends and technologies • Supervisory Skills • Policy Implementation	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce

• Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Information Communication Technology Officer**
Job Group:	M
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Information Communication Technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Information Communication Technology Officer
Direct reports:	Senior Information Communication Technology Officer

Job Purpose

To support the Information Communication Technology (ICT) Department in achieving its mandate and consequently the Ministry's objectives by offering ICT services to Departments and Units and providing guidance to subordinates on a day to day basis.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Co-ordination of systems development analysis, design and Solution requirements

- Ensure the timely implementation of the identified systems development process.
- Ensure effective maintenance of the user defined systems in the Ministry at all times.
- Develop reports on ICT standards.
- Ensure proper maintenance of systems in the Ministry at all times.

Responsibility 2: Developing reports on ICT standards System evaluation and adherence to established Information Communication Technology (ICT) standards

- Ensure systems developed conform to established ICT standards at all times.
- Enforce corrective actions where there are identified deviations to ICT standards regularly.

Responsibility 3: Information Communication Technology equipment maintenance

- Identify all ICT equipment and provide detailed documentation.
- Prepare progress reports of the Information Communication Technology equipment.
- Prepare detailed documentation for ICT equipment.

Responsibility 4: Liaising with user departments on effective maintenance of ICT equipment

- Ensure ministry's ICT equipment inventory is up to date at all times.
- Coordinate the maintenance of ICT equipment annually as per schedule.

Responsibility 5: Procurement of ICT hardware and software

- Provide detailed specifications.
- Ensure the ICT equipment specifications are up to date.
- Co-ordinate the technical evaluation of ICT hardware and software to be procured.
- Coordinates the inspection of procured ICT hardware and software when they are delivered.

II. Operational Responsibilities

Responsibility1: Systems development, implementation and allocation

- Carry out feasibility studies for user defined system development for the Ministry.
- Develop systems specifications (TOR's) for the Ministry when required.
- Ensure roll out of user defined systems for the Ministry.
- Ensure that system roles are properly allocated amongst the team members.

Responsibility 2: Planning, monitoring and evaluating program/ activities within the ICT unit

- Prepare ICT unit annual work plan and procurement plan annually.
- Track implementation of the work plans on a quarterly basis.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of desktop computer, laptop, Computer accessories, office furniture, photocopier, ICT Servers and ICT equipment inventory

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team in terms of allocating roles and responsibilities for the ICT Unit
IV. Working Conditions:
<u>Physical Challenges:</u> N/A **<u>Working at non-standard hours:</u>** N/A **<u>Out-of-station travelling:</u>** The role is required to travel nationally on a monthly basis on assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in Computer Science/Information Communication Technology/ Electronics/Electronics Engineering from a recognised institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
The role requires 12 year(s) of cumulative relevant experience to have served in a subordinate role for a minimum period of three (3) year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Problem solving • Interpersonal skills • Knowledge of key computer applications and packages	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior ICT Officer**
Job Group:	L
Ministry:	Health
Department:	Administration
Division	N/A
Section / Unit:	ICT
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief ICT Officer
Direct reports:	ICT Officer I, II and III

Job Purpose

To support the Information Communication Technology (ICT) Department in achieving its mandate and consequently the Ministry's objectives by offering ICT services to Departments and Units and providing guidance to subordinates on a day to day basis.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Advising on ICT related issues

- Advise the ministry on new and emerging technology and innovation.
- Advise on disposal of obsolete ICT equipment periodically.

Responsibility 2: Recommending and supervising Hardware/Software specification for ICT equipment

- Develop specifications and makes recommendations on ICT systems and equipment.
- Ensure that specifications developed are procured.

Responsibility 3: Supervision of subordinates

- Train subordinates on system administration regularly.
- Set staff performance targets, monitors performance progress and appraises staff annually.

Responsibility 4: Supervision of installation and repairs

- Installation and Certification of ICT software and equipment.
- Repair and maintenance of ICT equipment and associated peripherals.

- Draw and schedule preventive maintenance.

II. Operational Responsibilities

Responsibility 1:Carry out systems design, analysis and program specification

- Generate user defined systems requirement analysis for the ministry periodically.
- Develop a user defined system design regularly.
- Develop user defined systems specifications for the ministry regularly.
- Administer the user defined systems for the ministry to ensure efficiency at all times.

Responsibility 2: Develop, implement and maintain systems

- Develop maintenance contracts for implementation in user defined systems.
- Implement the user defined systems on a day to day basis.
- Maintain the maintenance contracts throughout the contract period.
- Implement and maintain of existing systems.
- Train end users on the implementation of the user defined systems regularly.
- Train end users and staff on relevant software packages.

Responsibility 3: Ensure adherence to ICT developed standards

- Develop ICT standards for hardware and software.
- Ensure ICT standards for hardware and software are adhered at all times.
- Sensitise users on available ICT standards by training or documentation.

Responsibility 4: Supervision of installation certification, repairs and maintenance of ICT equipment and associated peripherals

- Trouble shoot ICT equipment to establish need for maintenance.
- Develop a maintenance schedule of ICT equipment for the ministry.
- Ensure that systems installed in the ministry are up to date at all times.
- Diagnose ICT equipment faults and makes recommendations for necessary action.
- Develop back-ups for installed systems regularly.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) - The role is responsible for the safekeeping of Office Furniture and electronics, Computers and associated accessories allocated to it.

B. Land - N/A

C. Records, data, information, confidential information - The role is responsible for the safekeeping, ensuring proper storage and updating of the ministry's/department's information, including: Information in servers, staff records, ICT equipment inventory

D. Any other – N/A

III. Decision Making:

The role makes decisions for teams in terms of timelines and scheduling and allocating duties.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Computer Science/Information Communication Technology /Electronics/Electronics Engineering from a recognised institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role requires 9 years of cumulative experience and to have served in a directly subordinate position for a minimum period of 3 year(s).

Functional Skills	Behavioural Competencies/Attributes
• Supervisory Skills • Policy Implementation • Oral/Written communication • Administrative skills • Problem solving	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity

• Target setting • Delivery on work plans • Pro-activeness	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**ICT Officer I**
Job Group:	K
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Information and communication technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior ICT Officer
Direct reports:	N/A

Job Purpose

The purpose of this job is to provide ICT support and services to users within the Ministry.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Delegated coordination of ICT unit interns

- Orient interns on Ministry operations and ICT functions regularly.
- Coordinate and assigns duties and responsibilities to the interns at all times.
- Write recommendations on the performance of the interns periodically.

II. Operational Responsibilities

Responsibility 1:Installation and maintenance of computer systems

- Install and upJob Group software for new machines regularly.
- Carry out scheduled maintenance on systems regularly.
- Ensure that ICT equipment is configured correctly to Local Area Network (LAN) and Wide Area Network (WAN) for users at all times.

Responsibility 2: Develop and update application systems

- Carry out systems analysis for users regularly.
- Liaise with users in developing terms of reference at all times.
- Design and program specifications in liaison with users at all times.

- Carry out system testing after installation at all times.
- Develop manuals and training of users on application systems regularly.
- Review the system to check whether it meets the expectations and updating it if need be.

Responsibility 3: Carry out repairs and maintenance of ICT equipment and associated peripherals

- Diagnose equipment to establish cause of malfunctions regularly.
- Cary out repairs as required and ensuring that the equipment is operating efficiently at all times.
- Carry preventive maintenance on all equipment as scheduled.
- Develop and update the inventory of ICT equipment in the Ministry regularly.

Responsibility 4: Assist departments in procuring ICT equipment

- Draw up hardware specifications for user departments regularly.
- Inspect equipment procured to ascertain that they meet the required standards..
- Oversee and supervise outsourced services at all times.

Responsibility 5: Web designing, management and email administration

- Customise the web template to the department's needs.
- Update the content as required.
- Create official email addresses for staff regularly.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions on an individual level on implementation and carrying out of work packages and is personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Computer Science, Information Communication and Technology (ICT) or Electronics/ Electrical Engineering.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role requires 3 years of cumulative relevant experience and must have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills	Behavioural Competencies/Attributes
• Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**ICT Officer II**
Job Group:	J
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Information and communication technology
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior ICT Officer
Direct reports:	N/A
Job Purpose	
The purpose of this job is to provide ICT support and services to users within the Ministry.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1:Installation and maintenance of computer systems • Install and upJob Groups software for new machines regularly. • Carry out scheduled maintenance on systems regularly. • Ensure that ICT equipment is configured correctly to Local Area Network (LAN) and Wide Area Network (WAN) for users at all times. **Responsibility 2: Develop and update application systems** • Carry out systems analysis for users regularly. • Liaise with users in developing terms of reference at all times. • Design and program specifications in liaison with users at all times. • Carry out system testing after installation at all times. • Develop manuals and training of users on application systems regularly.	

- Review the system to check whether it meets the expectations and updating it if need be.

Responsibility 3: Carry out repairs and maintenance of ICT equipment and associated peripherals

- Diagnose equipment to establish cause of malfunctions regularly.
- Carry out repairs as required and ensuring that the equipment is operating efficiently at all times.
- Carry preventive maintenance on all equipment as scheduled.
- Develop and update the inventory of ICT equipment in the Ministry regularly.

Responsibility 4: Assisting departments in procuring ICT equipment

- Draw up hardware specifications for user departments regularly.
- Inspect equipment procured to ascertain that they meet the required standards.
- Oversee and supervise outsourced services at all times.

Responsibility 5: Web designing, management and email administration

- Customises the web template to the department's needs.
- Updates the content as required.
- Creates official email addresses for staff regularly.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated to it.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role makes decisions on an individual level on implementation and carrying out of work packages and is personally accountable for those decisions.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Computer Science, Information Communication and Technology (ICT) or Electronics/ Electrical Engineering.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

The role is an entry level position.

Functional Skills	Behavioural Competencies/Attributes
• Supervisory Skills • Policy Implementation • Oral/Written communication • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

10.5 Supply Chain Management

Job Title:	**Senior Deputy Director, Supply Chain Management Services**
Job Group:	S
Ministry	Health
Department:	Administration
Division:	Supply Chain Management Services
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Secretary Administration
Direct reports:	Deputy Director, Supply Chain Management Services

Job Purpose

To ensure that the Ministry achieves its mandate by directing and supervising all supply chain management activities and policy application for Departments and Units in line with the Public Procurement and Disposal Act, 2005 and other statutes, rules, regulations and laid down procedures.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Provision of technical and policy guidance on effective supply chain management systems and procedures on procurement and supply chain function

- Ensure compliance with the set standards on procurement and supply chain function.
- Undertake research in order to inform on policy development on interpretation of international and regional trade agreements on policy related to procurement and supply chain management.
- Participate in negotiations on matters pertaining to financial and supply chain management function.
- Conduct research on consortium buying framework and to guide on policy formulations.

Responsibility 2: Development and review of the regulatory framework and procurement standards in the procurement and supply chain management function

- Undertake analysis and interprets existing supply chain management legislation and procurement and asset disposal.
- Develop regulations on procurement and supply chain management function.

- Disseminate and sensitizes stakeholders on formats to facilitate the implementation of procurement and supply chain management function.
- Develop guidelines, manuals and formats to facilitate the implementation of procurement and supply chain management function

II. Managerial / Supervisory Responsibilities

Responsibility 1: Supervision of officers

- Ensure that there is adequate training and development of staff in the Unit on procurement and other matters to ensure efficiency.
- Allocate duties and tasks to staff within the Unit and Ensure that they are effectively carried out at all times

Responsibility 2: Assisting in procurement planning and budget preparation

- Ensure the collating of all procurement plans for the Ministry as part of budget input.
- Ensure that all costing procurement requirements are accurately carried out as input to the Ministry's budget

Responsibility 3: Adherence to laid down procurement rules, regulations and guidelines

- Ensure that all procurement is done through IFMIS at all times.
- Ensure the accurate uploading and keying of the procurement plan in IFMIS
- Approve all procurement in the Ministry on IFMIS when requested to.

III. Operational Responsibilities

Responsibility 1: Implementation of the Public Procurement and Disposal Act of 2005

- Set up relevant procurement committees so that Procurement matters can be discharged of as required by Policy.
- Plays a Secretariat role whenever procurement committees sit
- Prepare and submits quarterly reports to PPOA, EACC, Treasury and Devolution and Planning on procurement issues for the Ministry.
- Advise State Corporations within the Ministry on procurement issues so as to ensure that their processes are in line with Policy.

Responsibility 2: Advising the Ministry on procurement issues

- Advise User departments on procurement matters as and when required
- Advise the Accounting officer on procurement matters for the Ministry regularly.
- Make briefs to the accounting officer on key or emerging procurement matters for the Ministry

Responsibility 3: Analysing the impact of SCM rules, regulations and guidelines

- Ensure that youth, women and people with disabilities are fairly considered in procurement i.e. compliance with the 30% statutory requirement.
- Ensure that the preferences i.e. 70 % of the suppliers has been covered sufficiently

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of desktop, computer accessories, office furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is required to make decisions on an individual level, for the department and team and be personally accountable for those decisions. The scope and impact of these decisions would be felt primarily within the team.

IV. Working Conditions:

A. Physical Challenges:

N/A

B. Working at non-standard hours:

N/A

C. Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Master's Degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field	
Professional Qualifications / Membership to professional bodies	
• Diploma in Supplies Management or its approved equivalent from a recognised institution • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution • Certificate in computer applications from a recognised institution • Member of Chartered Institute of Purchasing and Supplies or Kenya Institute of Supplies Management	
Previous relevant work experience required.	
Required to have 24 year(s) experience and have served in as a Deputy Director, Supply Chain Management Services for a minimum period of three (3) year(s).	
Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge and understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques. • Understanding of national goals, policies and programs and ability to translate them to supply chain management • Planning, organising, administrative and financial acumen • Project planning and management • Policy and strategy implementation	• Ability to articulate and implement Ministerial / Departmental Mandates • Organisational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented and self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Team leadership
Approvals	

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Deputy Director Supply Chain Management**
Job Group:	R
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Director , Supply Chain Management
Direct reports:	Senior Assistant Director Supply Chain Management

Job Purpose

To ensure that the Ministry achieves its mandate by directing and supervising all supply chain management activities and policy application for Departments and Units in line with the Public Procurement and Disposal Act, 2005 and other statutes ,rules, regulations and laid down procedures.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Provision of technical and policy guidance on effective supply chain management systems and procedures on procurement and supply chain function

- Ensure compliance with the set standards on procurement and supply chain function.
- Undertake research in order to inform on policy development on interpretation of international and regional trade agreements on policy related to procurement and supply chain management.
- Participate in negotiations on matters pertaining to financial and supply chain management function.
- Conduct research on consortium buying framework and to guide on policy formulations.

Responsibility 2: Development and review of the regulatory framework and procurement standards in the procurement and supply chain management function

- Undertake analysis and interprets existing supply chain management legislation and procurement and asset disposal.
- Develop regulations on procurement and supply chain management function.
- Disseminate and sensitizes stakeholders on formats to facilitate the implementation of procurement and supply chain management function.
- Develop guidelines, manuals and formats to facilitate the implementation of procurement and supply chain management function

II. Managerial / Supervisory Responsibilities

Responsibility 1: Supervision of officers

- Ensure that there is adequate training and development of staff in the Unit on procurement and other matters to ensure efficiency.
- Allocate duties and tasks to staff within the Unit and ensures that they are effectively carried out at all times

Responsibility 2: Assisting in procurement planning and budget preparation

- Ensure the collating of all procurement plans for the Ministry as part of Budget input.
- Ensure that all costing procurement requirements are accurately carried out as input to the Ministry's budget

Responsibility 3: Adherence to laid down procurement rules, regulations and guidelines

- Ensure that all procurement is done through IFMIS at all times.
- Ensure the accurate uploading and keying of the procurement plan in IFMIS.
- Approve all procurement in the Ministry on IFMIS when requested to.

III. Operational Responsibilities

Responsibility 1: Implementation of the PP&DA 2005

- Set up the relevant procurement committees so that procurement matters can be discharged of as required by Policy.
- Play a Secretariat role whenever procurement committees sit
- Prepare and submit quarterly reports to PPOA, EACC, Treasury and Devolution and Planning on procurement issues for the Ministry.
- Advise State Corporations within the Ministry on procurement issues so as to ensure that their processes are in line with Policy.

Responsibility 2: Analysing the impact of SCM rules, regulations and guidelines

- Ensure that Youth, Women and People with Disability's are fairly considered in procurement i.e.compliance with the 30% statutory requirement.
- Ensure that the preferences i.e 70 % of the Suppliers has been covered sufficiently

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of computers, printer, shredder, furniture and procured goods in the Ministry's store

B. Land

N/A

C. Records, data, information, confidential information

Custodian of committee minutes and contracts, data on IFMIS at point of approval, tender documents.

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team on policy implementation and planning

IV. Working Conditions:

A. Physical Challenges:

Nature: N/A

Frequency: N/A

B. Working at non-standard hours:

Nature: N/A

Frequency: N/A

C. Out-of-station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution

Professional Qualifications / Membership to professional bodies

- Diploma in Supplies Management or its approved equivalent from a recognized Institution
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

- Membership with Kenya Institute of Supply Management (KISM)

Previous relevant work experience required.

The role requires to have 21 years' experience and to have served in a directly subordinate role for a minimum period of three (3) years

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge and through understanding of Supply Chain Management issues • High degree of professional and administrative competence in work performance and results • A thorough understanding of national goals, policies and programs and ability to translate them to supply chain management • Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Director – Supply Chain Management**
Job Group:	Q
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Director Supply Chain Management
Direct reports:	Assistant Director – Supply Chain Management

Job Purpose

To facilitate the efficient and effective administration, coordination management of the procurement and supply chain management function in the ministry.

Key Responsibilities / Duties

I. Policy Responsibilities

Responsibility 1: Provision of technical and policy guidance on effective supply chain management systems and procedures on procurement and supply chain function

- Ensure compliance with the set standards on procurement and supply chain function.
- Undertake research in order to inform on policy development on interpretation of international and regional trade agreements on policy related to procurement and supply chain management.
- Participate in negotiations on matters pertaining to financial and supply chain management function.
- Conduct research on consortium buying framework and to guide on policy formulations.

Responsibility 2: Development and review of the regulatory framework and procurement standards in the procurement and supply chain management function

- Undertake analysis and interprets existing supply chain management legislation and procurement and asset disposal.
- Develop regulations on procurement and supply chain management function.
- Disseminate and sensitizes stakeholders on formats to facilitate the implementation of procurement and supply chain management function.
- Develop guidelines, manuals and formats to facilitate the implementation of procurement and supply chain management function

II. Managerial / Supervisory Responsibilities

Responsibility 1: Coordination and supervision of projects and programs being undertaken in the department

- Coordinate and supervise the implementation of projects and programs being undertaken by the department.
- Monitor and evaluate the implementation of the projects and programs being undertaken by the department.
- Develop and review work plans, procurement plans and budgets from the department.
- Monitor the implementation, progress and reporting of the work plans, procurement plans and budgets.
- Oversee the preparation of work plans, procurement plans, budget and other financial management tools in the department.

III. Operational Responsibilities

Responsibility 1: Implementation of the Public Procurement and Disposal Act 2005

- Set up relevant procurement committees so that Procurement matters can be discharged of as required by Policy.
- Play a Secretariat role whenever procurement committees sit.
- Prepare and submits quarterly reports to PPOA, EACC, Treasury and Devolution and Planning on procurement issues for the Ministry.
- Advise State Corporations within the Ministry on procurement issues so as to ensure that their processes are in line with Policy.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of office equipment, furniture and documents

B. Land – N/A

C. Records, data, information, confidential information

Custodian for hard, soft, open and classified information and data allocated under their jurisdiction.

D. Any other – N/A

III. Decision Making:

The role makes decisions for the team on recommendations for approval, appraisals, policy implementation, timelines, budget and resource allocation and periodic reporting.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: N/A

Frequency: N/A

Out-of-station travelling:

Nature: The role travels out of station to monitor and evaluate consultative meetings and attending regional and international forums.

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in Purchasing and Supply Chain Management, Business Administration, Commerce, Entrepreneurship, Law, Economics or any other related qualifications from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Membership of a relevant professional body/ institution i.e. Kenya Institute of Procurement and Supplies (KISM) or Chartered Institute of Procurement and Supplies
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- Diploma in Supplies Management or its approved equivalent from a recognized Institution

Previous relevant work experience required.

The role requires 18 year(s) of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Adaptability • Communicating effectively • Planning and organizing the job	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities

• Responsive, prompt, effective, impartial and equitable provision of services • Financial Acumen	• Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Director – Supply Chain Management**
Job Group:	P
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Director - Supply Chain Management
Direct reports:	Principal Supply Chain Management Officer

Job Purpose

To facilitate the smooth implementation of procurement and supply chain management activities/function.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervising Supply Chain Management staff

- Assist in ensuring that there is adequate training and development of staff in the unit on Procurement and other related matters to ensure efficiency as the alternate member of Ministerial Human Advisory Committee and Ministerial Training committee.
- Supervise Ministerial Tender Committee Secretariat in the preparation of agendas, minutes, immediate communication, notification letters and implementation and undertake prequalification of suppliers and supervise the Technical Evaluation of prequalification of suppliers.
- Assist in Monitoring and evaluation of systems in supply Chain Management to increase transparency and accountability in Public Procurement.
- Co-ordinate timely advertisement and evaluation of tenders, quotations and proposals.
- Allocate duties and tasks to staff within the unit and ensure that they are effectively carried out at all times.
- Assist in enhancing professionalism in the implementation of the Procurement Act and regulation in the Public Procurement.

Responsibility 2: Overseeing procurement planning and budget preparation process

- Participate in procurement plans and budget preparations for the Ministry.
- Assist in consolidation of all departmental procurement plans and disposal plans and aggregation of the same to an annual ministerial procurement and disposal plan.

- Ensure that all costing procurement requirements are accurately carried out as input to the Ministry's budget.
- Supervise preparation of disposal plans and consequently the disposing process of idle Assets.

Responsibility 3 Adhering to laid down procurement rules, regulations and guidelines.

- Ensure that all procurement is done through IFMIS at all times.
- Ensure the accurate uploading and keying of the procurement plan in IFMIS.

Responsibility 4: Market Survey and Research

- Supervise market survey, market intelligence and vendor rating for various items to inform placing of purchase orders.
- Supervise Ministerial market research/survey and market intelligence vendor rating regarding MTC/MPC applications.
- Co-ordinate monitoring of the market trends on strategic supply inputs required by the Ministry.

II. Operational Responsibilities

Responsibility 1: Implementation of the Public Procurement and Disposal Act 2005

- Set up relevant procurement committees so that Procurement matters can be discharged of as required by Policy.
- Play a Secretariat role whenever procurement committees sit.
- Prepare and submits quarterly reports to PPOA, EACC, Treasury and Devolution and Planning on procurement issues for the Ministry.
- Advise State Corporations within the Ministry on procurement issues so as to ensure that their processes are in line with Policy.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)- The role is responsible for the safekeeping and general custodianship of computer and office equipment

B. Land – N/A

C. Records, data, information, confidential information - Custodian of both hard, soft open and classified information and data

D. Any other – N/A

III. Decision Making:

The role makes decisions for the team on recommendations for approval, appraisals, policy implementation, timelines, budget and resource allocation and periodic reporting.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: N/A

Frequency N/A

Out-of-station travelling:

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Master's Degree in Purchasing and Supply Chain Management, Business Administration, Commerce, Entrepreneurship, Economics or any other relevant qualifications as per the scheme of services from a recognized institution

Professional Qualifications / Membership to professional bodies

- Membership to a professional body i.e. Kenya Institute of Supplies Management (KISM) or Chartered Institute of Procurement and Supplies (CIPS)
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required.

The role requires 15 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Technical competence • Responsive, prompt, effective, impartial and equitable provision of services	• Ability to articulate and implement Ministerial / Departmental Mandates

• Financial Acumen • Coping with pressure and setbacks • Empowering/delegating • Coaching/mentoring	• Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Supply Chain Management Officer**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Assistant Director – Supply Chain Management
Direct reports:	Chief Supply Chain Management Officer

Job Purpose

To coordinate the collection, collation and analysis of data from the Ministry or department and make appropriate recommendations, analyse Supply Chain Management issues and initiate appropriate action and monitor the of implementation of existing Supply Chain Management policies, guidelines and procedures.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinating Supply Chain Management activities within the Ministry /Department

- Prepare departmental procurement plans and work plans.
- Prepare quarterly procurement reports for consolidation for onward transmission to the Public Procurement Oversight Authority.
- Prepare procurement estimates and linking it to the Ministry budget estimates.

Responsibility 2: Preparing Tender Documents, Request for Proposals and Tender Notices

- Prepare detailed tender documents for specific projects within the Ministry/Department.
- Prepare request for proposals for various consultancy services within the Ministry/Department.
- Prepare Tender Advertisement Notices for placement in the relevant local daily newspapers.

Responsibility 3: Planning and Coordinating Supply Chain Management activities in such areas as Procurement, Warehousing, Distribution, Fleet Management, Disposal of obsolete assets and surplus to requirement

- Prepare procurement plans aligned to the Ministry's strategic objectives.
- Warehousing and distributing stores materials to various end users.

- Coordinating and preparing of disposal plans for obsolete assets and surplus to requirements.

Responsibility 4: Market Survey and Research

- Carry out periodic Market surveys to inform placing of purchase orders.
- Carry out Market Research to assist in supplier assessment and development programmes.
- Monitoring market trends on strategic supply inputs required by the Ministry.

II. Operational Responsibilities

Responsibility 1: Technical evaluation of tender documents and proposals

- Coordinate the technical evaluation of bids and proposals received from various firms.
- Technical analysis of the tender documents and preparation of technical evaluation reports. to guide the Ministerial Tender Committee in awarding various procurement contracts.
- Participate in tender opening and preparing tender opening minutes.

Responsibility 2: Involved in Tender Committee Secretariat duties and implementation of policy decisions

- Prepare the Tender Committee agendas and minutes.
- Custodian of tender documents and all relevant support documents for submission to the Tender Committee for decision making process.

Responsibility 3: Periodic market survey to inform placing of purchase orders

- Carry out market survey for various items to inform placing of purchase orders.
- Coordinate the collection, collation and analysis of data from Departments within Ministry and make appropriate action.

Responsibility 4: Preparation of tender documents, Request for Proposals documents and request for quotations

- Prepare request for quotations and liaising with the user departments for specifications and making invitation through the IFMIS Portal to short list suppliers.
- Receive and analyse the quotations to determine the most responsive bids according to the user requirements and specifications.
- Prepare price analysing schedule and report for submission to the relevant Tender Committee for adjudication.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian for chair, desktop computer, printer, table, workstation

B. Land

N/A

C. Records, data, information, confidential information

Custodian for hard, soft, open and classified information and data allocated under their Jurisdiction

D. Any other

N/A

III. Decision Making:

The role makes decisions for the team on recommendations for approval, appraisals, policy implementation, timelines, budget and resource allocation and periodic reporting.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency:

Working at non-standard hours:

Nature: N/A

Frequency:

Out-of-station travelling:

Nature: The role travels out-of-station for workshops and seminars

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor Degree in any of the following; Commerce, Business Administration, Economic, Procurement and Supply Chain Management, Marketing, Law or their equivalent from a recognized institution

Professional Qualifications / Membership to professional bodies

- Membership to KISM (Kenya Institute of Supplies Management) or Chartered Institute of Procurement and Supplies (CIPS).

• Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution
Previous relevant work experience required.
The role requires 12 year(s) of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Policy Implementation • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Supply Chain Management Officer**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Administration Services
Division:	Supply Chain Management Services
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Supply Chain Management Officer
Direct reports:	Senior Supply Chain Management Officer

Job Purpose

To ensure that the Ministry of Health acheives its mandate by ensuring that procurement processes are carried out efficiently and effectively as per procurement plan up to disposal

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Co-ordinating warehousing, distribution and fleet management of goods

- Supervise respective officers in the warehouses on activities such as issuing, receiving and stock control.
- Examine, issue, receive and stock control documents to ensure that records are up to date.
- Liaise with user departments to submit what needs to be distributed so as to coordinate the distribution function.
- Liaise with transport officer on the provision of transport facilities and other officers to facilitate distribution of various requirements to various destinations.
- Ensure that goods distributed have been received by requisite users.
- Ensure stocks are properly balanced in the stores by the officers.

Responsibility 2: Planning for Disposals

- Supervise annual stock taking for purposes of identifying obsolete and unserviceable stores in the warehouse.
- Coordinate and consolidate the receipt of lists in FO 58 form of surplus and obsolete stores/items from departments and forwards to accounting officer.

- Prepare and submit the disposal plan to the Disposal Committee to recommend appropriate Method of disposal.
- Issue the disposed items to recommended firms/persons upon approval by accounting officer.

Responsibility 3: Managing Day to day Supply chain activities for the Division

- Play role of Secretary of the Procurement Committee.
- Performance appraisal of subordinate officers annually.
- Identify training needs for subordinate officers and forwards to relevant approvers.
- Schedule duties and supervises subordinate officers.

II. Operational Responsibilities

Responsibility 1: Providing procurement planning and processes

- Coordinates submission of requirements from users, consolidation and approval of the draft annual procurement plan by the Accounting Officer.
- Prepares and submits the annual procurement plan to the Ministerial Tender Committee for approval.
- Updates annual procurement plan with relevant information and implements the plan accordingly.
- Receives approved requisition forms from user departments on their respective procurement needs and specifications for the requisitioned items.
- Facilitates and coordinates the tendering process in the Ministry by calling for tenders, evaluation, awarding, contract management, IFMIS management and raising LPOs/ LPO's.

Responsibility 2: Receiving of supplies and Commissioning of works

- Coordinate expected deliveries in liaison with suppliers, inspection committee and respective users.
- Manage handing over of projects to suppliers and Commissioning of the same in liaison with respective technical departments.
- Ensure safe custody of the deliverables and proper issuance of stores to respective users.
- Ensure proper record management in stores

Responsibility 3: Carrying out market Survey and Research

- Coordinate market survey and research.
- Establish prevailing markets prices for various goods as a way of developing ground for negotiations and effective purchasing of goods/services.

- Ensure identification of potential suppliers/ firms and their location where quality products can be accessed.
- Make recommendations to Tender/Procurement Committee for deliberations on prices of potential suppliers and implements respective decisions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office assets such as Office Equipment and fittings, computers and accessories, fridges for vaccines, generators

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of information and records such as Confirmed Minutes of Ministerial Tender Committee and Ministerial Procurement Committee, Key documents used for issuance of stores such as S11, S13, S3 and S20 cardss records

D. Any other

N/A

III. Decision Making:

The Role is responsible for making decisions for the team n scheduling of duties and timelines.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for inspections on ongoing projects

Frequency: Annually
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or equivalent from recognized institution.
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
Previous relevant work experience required
The role requires 9 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	**Behavioural Competencies/Attributes**
• Public Procurement and Disposal Act and Regulations • Public Financial Management Act • Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Supply Chain Management Assistant**
Job Group:	M
Ministry:	Ministry of Health
State Department:	N/A
Department:	Administration Services
Division:	Supply Chain Management Services
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Supply Chain Management Assistant
Direct reports:	Senior Supply Chain Management Assistant
Job Purpose	
To ensure that the Ministry of Health acheives its mandate by ensuring that procurement processes are carried out efficiently and effectively as per procurement plan up to disposal	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Co-ordinating warehousing, distribution and fleet management of goods • Supervise respective officers in the warehouses on activities such as issuing, receiving and stock control. • Examine, issue, receive and stock control documents to ensure that records are up to date. • Liaise with user departments to submit what needs to be distributed so as to coordinate the distribution function. • Liaise with transport officer on the provision of transport facilities and other officers to facilitate distribution of various requirements to various destinations. • Ensure that goods distributed have been received by requisite users. • Ensure stocks are properly balanced in the stores by the officers. **Responsibility 2: Planning for Disposals** • Supervise annual stock taking for purposes of identifying obsolete and unserviceable stores in the warehouse. • Coordinate and consolidate the receipt of lists in FO 58 form of surplus and obsolete stores/items from departments and forwards to accounting officer.	

- Prepare and submit the disposal plan to the Disposal Committee to recommend appropriate Method of disposal.
- Issue the disposed items to recommended firms/persons upon approval by accounting officer.

Responsibility 3: Managing Day to day Supply chain activities for the Division

- Play role of Secretary of the Procurement Committee.
- Performance appraisal of subordinate officers annually.
- Identify training needs for subordinate officers and forwards to relevant approvers.
- Schedule duties and supervises subordinate officers.

II. Operational Responsibilities

Responsibility 1: Providing procurement planning and processes

- Coordinates submission of requirements from users, consolidation and approval of the draft annual procurement plan by the Accounting Officer.
- Prepares and submits the annual procurement plan to the Ministerial Tender Committee for approval.
- Updates annual procurement plan with relevant information and implements the plan accordingly.
- Receives approved requisition forms from user departments on their respective procurement needs and specifications for the requisitioned items.
- Facilitates and coordinates the tendering process in the Ministry by calling for tenders, evaluation, awarding, contract management, IFMIS management and raising LPOs/ LPO's.

Responsibility 2: Receiving of supplies and Commissioning of works

- Coordinate expected deliveries in liaison with suppliers, inspection committee and respective users.
- Manage handing over of projects to suppliers and Commissioning of the same in liaison with respective technical departments.
- Ensure safe custody of the deliverables and proper issuance of stores to respective users.
- Ensure proper record management in stores

Responsibility 3: Carrying out market Survey and Research

- Coordinate market survey and research.
- Establish prevailing markets prices for various goods as a way of developing ground for negotiations and effective purchasing of goods/services.

- Ensure identification of potential suppliers/ firms and their location where quality products can be accessed.
- Make recommendations to Tender/Procurement Committee for deliberations on prices of potential suppliers and implements respective decisions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office assets such as Office Equipment and fittings, computers and accessories, fridges for vaccines, generators

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of information and records such as Confirmed Minutes of Ministerial Tender Committee and Ministerial Procurement Committee, Key documents used for issuance of stores such as S11, S13, S3 and S20 cardss records

D. Any other

N/A

III. Decision Making:

The Role is responsible for making decisions for the team n scheduling of duties and timelines.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for inspections on ongoing projects

Frequency: Annually
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma in Supplies Chain Management or its equivalent from a recognised institution
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
Previous relevant work experience required
The role requires 15 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	**Behavioural Competencies/Attributes**
• Public Procurement and Disposal Act and Regulations • Public Financial Management Act • Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Supply Chain Management Officer**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Administration
Division:	Supply Chain Management Services
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Supply Chain Management Officer
Direct reports:	Supply Chain Management Officers
Job Purpose	
To ensure that the Ministry of Health acheives its mandate by ensuring that procurement processes are carried out efficiently and effectively as per procurement plan up to disposal.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Planning for disposals • Supervise annual stock taking for purposes of identifying obsolete and unserviceable stores in the warehouse. • Coordinate and consolidate the receipt of lists in FO 58 form of surplus and obsolete stores/items from departments and forwards to accounting officer. • Prepare and submits the disposal plan to the Disposal Committee to recommend appropriate Method of disposal. • Issue the disposed items to recommended firms/persons upon approval by accounting officer.	
II. Operational Responsibilities	
Responsibility 1: Providing procurement planning and processes • Coordinate submission of requirements from users, consolidation and approval of the draft annual procurement plan by the Accounting Officer.	

- Prepare and submit the annual procurement plan to the Ministerial Tender Committee for approval.
- Update annual procurement plan with relevant information and implements the plan accordingly.
- Receive approved requisition forms from user departments on their respective procurement needs and specifications for the requisitioned items.
- Facilitate and coordinate the tendering process in the Ministry by calling for tenders, evaluation, awarding, contract management, IFMIS management and raising LPOs/ LPO's.

Responsibility 2: Receiving of supplies and commissioning of works

- Coordinate expected deliveries in liaison with suppliers, inspection committee and respective users.
- Manage handing over of projects to suppliers and Commissioning of the same in liaison with respective technical departments.
- Ensure safe custody of the deliverables and proper issuance of stores to respective users.
- Ensure proper record management in stores.

Responsibility 3: Carry out market survey and research

- Coordinate market survey and research.
- Establish prevailing markets prices for various goods as a way of developing ground for negotiations and effective purchasing of goods/services.
- Ensure identification of potential suppliers/ firms and their location where quality products can be accessed.
- Make recommendations to Tender/Procurement Committee for deliberations on prices of potential suppliers and implements respective decisions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office assets such as Office Equipment and fittings, computers and accessories, fridges for vaccines, generators

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of information and records such as Confirmed Minutes of Ministerial Tender Committee and Ministerial Procurement Committee, Key documents used for issuance of stores such as S11, S13, S3 and S20 cardss records

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team n scheduling of duties and timelines.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for inspections on ongoing projects

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or equivalent from recognized institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role requires six (6) year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	**Behavioural Competencies/Attributes**

• Public Procurement and Disposal Act and Regulations • Public Financial Management Act • Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Supply Chain Management Assistant**
Job Group:	L
Ministry:	Ministry of Health
State Department:	N/A
Department:	Administration
Division:	Supply Chain Management Services
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Supply Chain Management Officer
Direct reports:	Supply Chain Management Assistants
Job Purpose	
To ensure that the Ministry of Health acheives its mandate by ensuring that procurement processes are carried out efficiently and effectively as per procurement plan up to disposal.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Planning for disposals • Supervise annual stock taking for purposes of identifying obsolete and unserviceable stores in the warehouse. • Coordinate and consolidate the receipt of lists in FO 58 form of surplus and obsolete stores/items from departments and forwards to accounting officer. • Prepare and submits the disposal plan to the Disposal Committee to recommend appropriate Method of disposal. • Issue the disposed items to recommended firms/persons upon approval by accounting officer.	
II. Operational Responsibilities	
Responsibility 1: Providing procurement planning and processes • Coordinate submission of requirements from users, consolidation and approval of the draft annual procurement plan by the Accounting Officer.	

- Prepare and submit the annual procurement plan to the Ministerial Tender Committee for approval.
- Update annual procurement plan with relevant information and implements the plan accordingly.
- Receive approved requisition forms from user departments on their respective procurement needs and specifications for the requisitioned items.
- Facilitate and coordinate the tendering process in the Ministry by calling for tenders, evaluation, awarding, contract management, IFMIS management and raising LPOs/ LPO's.

Responsibility 2: Receiving of supplies and commissioning of works

- Coordinate expected deliveries in liaison with suppliers, inspection committee and respective users.
- Manage handing over of projects to suppliers and Commissioning of the same in liaison with respective technical departments.
- Ensure safe custody of the deliverables and proper issuance of stores to respective users.
- Ensure proper record management in stores.

Responsibility 3: Carry out market survey and research

- Coordinate market survey and research.
- Establish prevailing markets prices for various goods as a way of developing ground for negotiations and effective purchasing of goods/services.
- Ensure identification of potential suppliers/ firms and their location where quality products can be accessed.
- Make recommendations to Tender/Procurement Committee for deliberations on prices of potential suppliers and implements respective decisions.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safe custody of office assets such as Office Equipment and fittings, computers and accessories, fridges for vaccines, generators

B. Land

N/A

C. Records, data, information, confidential information

The role is responsible for the safe custody of information and records such as Confirmed Minutes of Ministerial Tender Committee and Ministerial Procurement Committee, Key documents used for issuance of stores such as S11, S13, S3 and S20 cardss records

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team n scheduling of duties and timelines.

IV. Working Conditions:

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: The role travels out of station for inspections on ongoing projects

Frequency: Annually

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma in Supply Chain Management or its equivalent from a recognized institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required

The role requires 12 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills	**Behavioural Competencies/Attributes**
• Public Procurement and Disposal Act and Regulations • Public Financial Management Act • Supervisory Skills • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Officer I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Supply Chain Management Officer
Direct reports:	N/A

Job Purpose

To facilitate efficient and effective management, supervision, guidance and advice on matters pertaining to procurement and supply chain management function.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Issuing and receiving stores

- Assist Ministry internal users to acquire stores so that they discharge of their duties effectively.
- Control all Ministry stocks in the stores and ensures that all variances are accounted for.
- Check the quantity and quality of stocks being received and ensure that they match the initial requisition.
- Arrange goods in stores and ensures safe custody of stocks at all times.
- Manage inventory and assists procurement in identifying user needs when required.

Responsibility 2: Preparation and maintenance of records

- Maintain procurement records safely and in an easy to retrieve state (examples; quotations, quotation schedules, invoices, deliveries).
- Submit invoice to accounts for preparation of payment vouchers at all times.
- Maintain all Ministry stock records (examples; S13 form, S3 cards, PIN cards, S11/S12 cards).

Responsibility 3: Requisitioning goods for stores

- Raise purchase orders for Stores goods and commit the orders through the Integrated Finance Management Information System (IFMIS).

- Liaise with (Authorised to Incur Expenditure) AIE holders to assist with the relevant accounts payments.
- Liaise and follows up with suppliers on orders requisitioned for.
- Keep samples of goods within stores to provide specifications to suppliers when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) - Office Equipment and fittings, computers and accessories

B.

C. Land –

N/A

D. Records, data, information, confidential information –

N/A

E. Any other –

N/A

III. Decision Making:

The role makes decisions for self on planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical Challenges:

Frequency: N/A

Working at non-standard hours:

Frequency: N/A

Out-of-station travelling:

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in any of the following fields: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or any other relevant qualifications from a recognized institutions
Professional Qualifications / Membership to professional bodies
• Membership to a professional body/organization recognized by the scheme of service or the Act. • Certificate in Computer Applications.
Previous relevant work experience required.
The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Understanding of public procurement and disposal act (2005) • Understanding of public procurement and disposal regulations (2006) • Problem solving • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Assistant I**
Job Group:	K
Ministry	Health
Department:	Administration
Division:	N/A
Section / Unit:	Supply Chain Management Services
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Supply Chain Management Assistant
Direct reports:	N/A

Job Purpose

Responsible for warehousing, distribution, fleet management, inventory and stock control.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities / Duties

Responsibility 1: Coordinating Supply Chain Management activities within the Ministry /Department

- Assist in preparation of budgets, annual work plans and procurement plans.
- Assist in preparation of quarterly returns for works, goods and services ordered and supplies/rendered.
- Prepare report of procurement above 500,000 for onward transmission to Kenya ethics and anti-corruption commission.
- Assist in preparation and submission of reports to PPOA as required under the Act, regulations and legal Notice No.106 of 18th June 2013 and guidelines of the Authority.
- Responsible for record Management and Disposal of idle Assets in Procurement Department.
- Assist in publication of contract awards.

Responsibility 2: Preparation of Tender Documents, Request for Proposals and Tender Notices and Participation in tender evaluations

- Assist in preparation of tender documents for specific projects within the Ministry/Department.
- Assist in preparation of request for proposals for various consultancy services within the Ministry/Department.
- Prepare Tender Advertisement Notices for placement in the relevant local daily newspapers.

Responsibility 3: Assisting in coordinating Supply Chain Management activities, Disposal of obsolete assets and surplus to requirement

- Assist in disposal of idle assets.
- Maintain and safeguard documents and records of procurement and disposal activities for the period required.
- Assist in the co-ordination and preparation of disposal plans for obsolete assets and surplus to requirements.
- Obtain specifications from relevant competent Government Authorities.

Responsibility 4: Periodical market surveys and research

- Assist in carrying out quarterly market survey to enable Ministerial tender/MPC make prudent and informed decisions.
- Assist in carrying out Ministerial market research/survey and market intelligence vendor rating regarding MTC/MPC applications.
- Carry out market surveys for various items to inform placing of purchase orders.

II. Operational Responsibilities

Responsibility 1:Technical evaluation of tender documents and proposals

- Assist in the co-ordination of technical evaluation of bids and proposals received from various firms.
- Assist in the technical analysis of the tender documents and preparation of technical evaluation reports to guide the Ministerial Tender Committee in awarding various procurement Contracts in a timely manner.
- Participate in Tender Opening and preparing tender opening minutes.

Responsibility 2: Involved in Tender Committee Secretariat duties and Implementation of Policy decisions

- Prepare Tender Committee agendas and Minutes.
- Assist in the co-ordination of collection and analysis of data from Departments within Ministry and make appropriate action.
- Assist in handling of audit queries and administrative review matters.
- Monitor and evaluate systems in supply chain management, contract management and compliance in link with the Public Procurement and Disposal Act 2005 and Regulations 2006 of 18th June 2013.

Responsibility 3: Preparation of Tender documents, Request for proposals documents and request for quotations

- Prepare request for quotations and liaising with the user departments for specifications and making invitation through the IFMIS Portal to short list suppliers.
- Receive and analyse the quotations to determine the most responsive bids according to the user requirements and specifications.
- Prepare of price analysing schedule and report for submission to the relevant Tender Committee for adjudication.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Desktop computers, printers and photocopying machines

B. Land

N/A

C. Records, data, information, confidential information

Tender documents, technical proposals and Ministry's asset register for all the procured desktop computers and printers

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for a team (unit/section/division) on supplier selection and placing of orders through bid analysis at team level, this has an overall impact on resource utilisation within the Ministry's budget.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma, Foundation Stage, or its equivalent from a recognized institution.
Professional Qualifications / Membership to professional bodies
Membership to the Kenya Institute of supplies Management (KISM) OR Chartered Institute of Purchasing and Supply Chain.
Previous relevant work experience required.
The role requires nine (9) year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of three (3) year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge and interpretation of the Public Procurement and Disposal Act 2005 and its regulations 2006 and subsequent amendments is required for the job holder. • A good understanding of National Goals, Policies and Programmes and ability to translate them to supply chain Management • Shown merit and ability as reflected in work performance and results	• Organizational and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Officer II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Supply Chain Management Officer
Direct reports:	N/A

Job Purpose

To facilitate efficient and effective management, supervision, guidance and advice on matters pertaining to procurement and supply chain management function.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Issuing and receiving stores

- Assist Ministry internal users to acquire stores so that they discharge of their duties effectively.
- Control all Ministry stocks in the stores and ensures that all variances are accounted for.
- Check the quantity and quality of stocks being received and ensure that they match the initial requisition.
- Arrange goods in stores and ensures safe custody of stocks at all times.
- Manage inventory and assists procurement in identifying user needs when required.

Responsibility 2: Preparation and maintenance of records

- Maintain procurement records safely and in an easy to retrieve state (examples; quotations, quotation schedules, invoices, deliveries).
- Submit invoice to accounts for preparation of payment vouchers at all times.
- Maintain all Ministry stock records (examples; S13 form, S3 cards, PIN cards, S11/S12 cards).

Responsibility 3: Requisitioning goods for stores

- Raise purchase orders for Stores goods and commit the orders through the Integrated Finance Management Information System (IFMIS).

- Liaise with (Authorised to Incur Expenditure) AIE holders to assist with the relevant accounts payments.
- Liaise and follows up with suppliers on orders requisitioned for.
- Keep samples of goods within stores to provide specifications to suppliers when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) - Office Equipment and fittings, computers and accessories

B.

C. Land –

N/A

D. Records, data, information, confidential information –

N/A

E. Any other –

N/A

III. Decision Making:

The role makes decisions for self on planning on how to carry out scheduled and allocated duties.

IV. Working Conditions:

Physical Challenges:

Frequency: N/A

Working at non-standard hours:

Frequency: N/A

Out-of-station travelling:

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in any of the following fields: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or any other relevant qualifications from a recognized institutions
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
Entry level position

Functional Skills:	**Behavioral Competencies/Attributes:**
• Understanding of public procurement and disposal act (2005) • Understanding of public procurement and disposal regulations (2006) • Problem solving • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Assistant II**
Job Group:	J
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Senior Supply Chain Management Assistant
Direct reports:	Supply Chain Management Assistant III

Job Purpose

To ensure that the Ministry achieves its mandate by offering services on warehousing, distribution, stock control, logistics, market surveys and assisting with the preparation of procurement plans and Supply Chain Management reports.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Issuing and receiving stores

- Assist Ministry internal users to acquire stores so that they discharge of their duties effectively.
- Control all Ministry stocks in the stores and ensures that all variances are accounted for at all times.
- Check the quantity and quality of stocks being received and ensure that they match the initial requisition at all times.
- Arrange goods in stores and ensures safe custody of stocks at all times.
- Manage inventory and assists procurement in identifying user needs when required.

Responsibility 2: Preparation and maintenance of records

- Maintain procurement records safely and in an easy to retrieve state(examples; quotations, quotation schedules, invoices, deliveries).
- Submit invoice to accounts for preparation of payment vouchers regularly.

- Maintain all Ministry stock records (examples; S13 form, S3 cards, PIN cards, S11/S12 cards) in a safe and easy to retrieve manner.

Responsibility 3: Requisitioning goods for stores

- Raises purchase orders for Stores goods and commit the orders through the Integrated Finance Management Information System (IFMIS).
- Liaises with (Authorised to Incur Expenditure) AIE holders to assist with the relevant accounts payments.
- Liaises and follows up with suppliers on orders requisitioned for.
- Keeps samples of goods within stores to provide specifications to suppliers when required.

Responsibility 4: Preparation of annual procurement plan

- Consolidate procurement plans received from the different departments in the Ministry.
- Ensure that consolidated plans are aligned to the budget at all times..

Responsibility 5: Carrying out market surveys

- Establish prevailing markets prices for various goods as a way of developing ground for negotiations and effective purchasing.
- Establish the location of potential suppliers and identifies Suppliers were quality products can be accessed.

Responsibility 6: Production of Supply chain management reports

- Report on compliance to the 30% Government procurement policy on youth, women and the disabled.
- Prepares reports on Ministry assets and inventory for submission to evaluators when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information – N/A

D. Any other – N/A

III. Decision Making:
The role is responsible for making the following decisions for self in terms of carrying out allocated duties and setting timelines. The role may however provide recommendations and inform the decisions of supervisors. These decisions are around stock issuing and control in the stores.
IV. Working Conditions:
Physical Challenges: The role works under normal working conditions. **Working at non-standard hours:** The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours. **Out-of-station travelling:** The role works within the work station but with occasionally may travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Diploma, Foundation Stage, or its equivalent from a recognized institution
Professional Qualifications / Membership to professional bodies
Certificate in computer application.
Previous relevant work experience required.
The role requires 6 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioral Competencies/Attributes:**
• Understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques • Good communication skills • Accuracy • Records management skills • Problem solving	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness

	• Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Assistant III**
Job Group:	H
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Senior Supply Chain Management Assistant
Direct reports:	N/A

Job Purpose

To ensure that the Ministry achieves its mandate by offering services related to issuing and receiving stores and the preparation and maintenance of records under the supervision of a more experienced officer.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Issuing and receiving stores

- Assist Ministry internal users to acquire stores so that they discharge of their duties effectively.
- Control all Ministry stocks in the stores and ensures that all variances are accounted for.
- Check the quantity and quality of stocks being received and ensure that they match the initial requisition.
- Arrange goods in stores and ensures safe custody of stocks at all times.
- Manage inventory and assists procurement in identifying user needs when required.

Responsibility 2: Preparation and maintenance of records

- Maintain procurement records safely and in an easy to retrieve state (examples; quotations, quotation schedules, invoices, deliveries).
- Submit invoice to accounts for preparation of payment vouchers at all times.
- Maintain all Ministry stock records (examples; S13 form, S3 cards, PIN cards, S11/S12 cards).

Responsibility 3: Requisitioning goods for stores

- Raise purchase orders for Stores goods and commit the orders through the Integrated Finance Management Information System (IFMIS).
- Liaise with (Authorised to Incur Expenditure) AIE holders to assist with the relevant accounts payments.
- Liaise and follows up with suppliers on orders requisitioned for.
- Keep samples of goods within stores to provide specifications to suppliers when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) - Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties and setting timelines.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications
Kenya Certificate of Secondary Education (KCSE) mean Job Group C- with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
A Diploma in Supplies Management or its equivalent qualification from a recognised institution.
Previous relevant work experience required.
The role requires 3 years of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques • Client service support and public relations • Communication skills • Accuracy • Records management skills • Disaster Management(Emergency Skills)	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Supply Chain Management Assistant IV**
Job Group:	G
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Supply Chain Management
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Senior Supply Chain Management Assistant
Direct reports:	N/A

Job Purpose

To ensure that the Ministry achieves its mandate by offering services related to issuing and receiving stores and the preparation and maintenance of records under the supervision of a more experienced officer.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Issuing and receiving stores

- Assist Ministry internal users to acquire stores so that they discharge of their duties effectively.
- Control all Ministry stocks in the stores and ensures that all variances are accounted for.
- Check the quantity and quality of stocks being received and ensure that they match the initial requisition.
- Arrange goods in stores and ensures safe custody of stocks at all times.
- Manage inventory and assists procurement in identifying user needs when required.

Responsibility 2: Preparation and maintenance of records

- Maintain procurement records safely and in an easy to retrieve state(examples; quotations, quotation schedules, invoices, deliveries).
- Submit invoice to accounts for preparation of payment vouchers at all times.
- Maintain all Ministry stock records (examples; S13 form, S3 cards, PIN cards, S11/S12 cards).

Responsibility 3: Requisitioning goods for stores

- Raise purchase orders for Stores goods and commit the orders through the Integrated Finance Management Information System (IFMIS).
- Liaise with (Authorised to Incur Expenditure) AIE holders to assist with the relevant accounts payments.
- Liaise and follows up with suppliers on orders requisitioned for.
- Keep samples of goods within stores to provide specifications to suppliers when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) - Office Furniture and electronics, computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information

D. Any other – N/A

III. Decision Making:

The role is responsible for making the following decisions for self in terms of carrying out allocated duties and setting timelines.

IV. Working Conditions:

Physical Challenges:

The role works under normal working conditions.

Working at non-standard hours:

The role is expected to work standard hours but occasionally, may be expected to work outside the normal hours.

Out-of-station travelling:

The role works within the work station but with occasionally may travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Kenya Certificate of Secondary Education (KCSE) mean Job Group C- with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
• Certificate in Supply Management or its approved equivalent from a recognized Institution. • Advanced Certificate in Supply Chain Management from a recognized Institution.
Previous relevant work experience required.
The role is an entry level position.

Functional Skills:	**Behavioral Competencies/Attributes:**
• Understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques • Client service support and public relations • Communication skills • Accuracy • Records management skills • Disaster Management(Emergency Skills)	• Ability to get on well with a diverse workforce • Good knowledge in the field of specialisation • Ability to take instructions • Ability to care for resources

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

10.6 Internal Audit

Job Title:	**Assistant Internal Auditor General**
Grade:	P
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Internal Audit Department
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Principal Internal Auditor

Job Purpose

To support the ministry in accomplishing its objectives through systematic evaluation of the effectiveness of risk management, controls and governance process

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Coordinating and controlling audit programmes and activities in the Ministry

- Allocate audit assignments to staff, sets targets, and monitors progress through monthly work progress returns.
- Supervise and maintains discipline in the Internal Audit unit and holds regular staff meetings.
- Approve leave for the Internal Audit staff.
- Appraise Internal Audit staff and prepares Annual Appraisal reports of Internal Audit staff.

Responsibility 2: Supervises follow up of raised audit issues with management for action of audit recommendations

- Prepare an engagement plan on follow-up of audit issues and assigns Audit staff.
- Supervise preparation of follow-up audit.
- Supervise the follow-up audit and engages management on the best course of action to minimise the risks.

Responsibility 3: Ensures Government assets are safe guarded and properly utilised

- Coordinate the verification of the existence and safety of the Government assets in the Ministry.
- Coordinate regular audits and physical verification of Government assets in the Ministry, as well as the verification of the status of ownership of assets in the Ministry.

Responsibility 4: Coordinating auditing of special assignments

- Draw up terms of reference (TOR) and identify audit resources
- Allocate duties to audit team members
- Compiles final report for the Internal Auditor General

Responsibility 5: Appraising audit staff in the ministries and regions

- Fill the staff appraisal form as immediate supervisor or second supervisor
- Recommend staff training needs

Responsibility 6: Processing staff leave applications

- Recommend leave for those eligible
- Forward leave applications to the human resource for processing

Responsibility 6: Facilitating communication to and from staff on government policies and other requirements

- Communicate to staff on new developments as and when released
- Receive data from staff on office requirements
- Follow up on non-responding staff
- Draw summaries from responses from staff for top management use

II. Operational Responsibilities

Responsibility 1: Reviewing audit reports

- Draft letters to management on audit issues observed soliciting for response
- Advise internal auditors on quality report writing
- Write to the audit client on issues awaiting response

Job Dimensions:

V. Financial Responsibility:

The role is not responsible for any financial aspects.

VI. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of laptop, scanner, printer and filing cabinet

B. Land

N/A

C. Records, data, information, confidential information

Custodian of information, generated by the role during the course of the work

D. Any other

N/A

VII. Decision Making:

The role makes decisions for the team on recommendations for approval, appraisals, policy implementation, timelines, budget and resource allocation and periodic reporting

VIII. Working Conditions:

A. Physical Challenges:

Nature: N/A

B. Working at non-standard hours:

Nature: N/A

C. Out-of-station travelling

Nature: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Business Administration, Finance or Accounting option or Bachelors of Science in Auditing and Consultancy.

Professional Qualifications / Membership to professional bodies

- A Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Financial Services Auditor (CFSA) or Certificate in Forensic Auditing
- Membership to any following professional bodies; Institute of Internal Auditors (IIA), Institute of Public Accountants of Kenya (ICPAK), Association of Certified Fraud Examiners (ACFE) or Institute of Systems and Control Association (ISACA)

Previous relevant work experience required.

The role requires 12 year(s) of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of 3 years.

Functional Skills:	**Behavioural Competencies/Attributes:**
• Current emerging trends in internal auditing • The constitution of Kenya • Knowledge of various Acts of Parliament i.e. Public Audit Act, Public Finance Management Act, State Corporations Act	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven

• Knowledge of International Public Sector Accounting Standards (IPSAS) • Knowledge of International Financial Reporting Standards (IFRS)	• Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Principal Internal Auditor**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	Internal Audit
Location / Work station:	Nairobi-Headquarters
Reporting Relationships	
Reports to:	Assistant Internal Auditor General
Direct reports:	Chief Internal Auditor

Job Purpose

The purpose of the role is to supervise and ensure efficient coordination and control of operations in the Ministry/Department/Provinces by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Supervises follow up of raised audit issues with management for action of audit recommendations

- Prepare an engagement plan on follow-up of audit issues and assigns Audit staff.
- Supervise preparation of follow-up audit.
- Supervise the follow-up audit and engages management on the best course of action to minimise the risks.

Responsibility 2: Ensures Government assets are safe guarded and properly utilised

- Coordinate the verification of the existence and safety of the Government assets in the Ministry.
- Coordinate regular audits and physical verification of Government assets in the Ministry, as well as the verification of the status of ownership of assets in the Ministry.

II. Operational Responsibilities

Responsibility 1: Prepares Internal Audit Annual Work Plan and monitors its implementation

- Identify activities subject to audit coverage.
- Evaluate the significance of audit activities and assesses the degree of risks inherent in terms of the audit costs involved.

- Engage the Heads of Departments in identification and mitigation of risks.
- Supervise preparation of Audit reports.
- Discuss the key audit issues and recommendations of draft and final report with the relevant auditee and way forward.

Responsibility 2: Determines adequacy and effectiveness of internal control systems

- Evaluate the effectiveness of the control environment in relation to the organisation's strategic plan, structure and reporting.
- Assist management in preparation of Institutional Risk Management Framework and identification of fraud risks in the Ministry.
- Evaluate the communication strategy of the Ministry and advice management.
- Assist management in coming up with preventive, detective or corrective controls.
- Evaluate management monitoring strategy and gives recommendations of improvements.

Responsibility 3: Provides secretariat support to Ministerial Audit Committee

- Organise Ministerial Audit Committee meetings.
- Prepare the Ministerial Audit Committee meeting minutes.
- Prepare the Action plan of the Ministerial Audit Committee.
- Collaborate and shares audit reports with external auditors, while maintaining independence.

Responsibility 4: Carries out investigations on irregularities identified or reported in audit reports

- Conduct interviews of various personnel and document relevant issues and information to establish the root cause of the irregularities.
- Prepare the draft report on investigations.
- Discuss key issues with the management.
- Prepare final investigation reports with incorporation of management response.
- Discuss the final investigation reports with the Ministerial Audit Committee.
- Discusses Ministerial Audit Committee deliberations with the Principal Secretary

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Office Furniture and electronics

B. Land

N/A

C. Records, data, information, confidential information

Audit Report Files and Evidence

D. Any other

N/A

III. Decision Making:

The role is responsible for making the following decisions for self as far as performance of duties are concerned.

IV. Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's Degree in Business Administration, Finance or Accounting option or Bachelors of Science in Auditing and Consultancy.

Professional Qualifications / Membership to professional bodies

- Certified Public Accountants (CPA)
- Certified Internal Auditor (CIA)
- Certified Fraud Examiner (CFE)
- Certified Information System Auditor (CISA)
- Certified Government Auditing Professional (CGAP)
- Certified Government Auditing Professional (CGAP)
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution
- Certificate in computer Applications

Previous relevant work experience required.	
The role should have served in a directly subordinate role for a minimum period of 3 years The role requires 9 years of cumulative experience.	
Functional Skills:	**Behavioral Competencies/Attributes:**
• Communication skills • Record management skills • Analytical skills • Knowledge of Oracle accounting system • Numerical skills • Knowledge of Financial Management Act and guidelines, International Financial Reporting Standards (IFRS), Generally accepted accounting principles (GAAP), Institute of internal auditors standards	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

[

Job Title:	**Senior Internal Auditor**
Job Group:	L
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Internal Audit
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Principal Internal Auditor
Direct reports:	Internal Auditor I
Job Purpose	
The purpose of the role is to undertake audit assignments in the Ministry.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1:Executes Audit Programmes • Prepare and implement audit programmes for various audit activities in the Ministry. • Document audit issues and recommendations based on the audit programmes and findings. • Prepare draft reports and holds discussion with the clients. **Responsibility 2: Responsible for audit evidence for various audit activities** • Collect audit evidence on major issues. • Verify the authenticity of the audit evidence. • Document and reports on the evidence collected to the supervisor. • Keep safe custody of the audit evidence and work during the audit. • Discuss and validates the audit issues and evidence. • Hand over the custody of audit evidence and working papers to the supervisor.	

Responsibility 3: Determines adequacy and effectiveness of Internal Control Systems in operation

- Establish the existence, evaluates and reports on the effectiveness of the internal control systems for various audit activities in the Ministry.
- Review budgetary controls on the issuance of Authority to Incur Expenditure and commitments.
- Conduct risk identification within the assigned duty activity.
- Document audit issues and provides recommendations on adherence to the Internal Controls.
- Document measures to assist management in preventive, detective or corrective controls.

Responsibility 4: Follows up on audit issues and actions of audit recommendations

- Conduct the verification of the asset register in the Ministry.
- Evaluate measures put in place to control the use of Ministry assets.
- Perform audit and physical verification of Ministry assets.
- Undertake the verification of the status of ownership of assets in the Ministry.

Responsibility 5: Verifies the existence and safety of the Government assets in the Ministry

- Conduct the verification of the asset register in the Ministry.
- Evaluate measures put in place to control the use of Ministry assets in the Ministry.
- Perform audit and physical verification of Ministry assets.
- Undertake the verification of the status of ownership of assets in the Ministry.

Responsibility 6: Ensures completeness and accuracy of the accounting records and reports

- Verify that all the accounting and other relevant official documents are fully authorised.
- Review accounting and other relevant official documents for accuracy and completeness.
- Document and discuss gaps identified and recommendations with the supervisor.

Job Dimensions:
I. Financial Responsibility:
The role is not responsible for any financial aspects.
II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
Office Furniture and electronics

B. Land
N/A

C. Records, data, information, confidential information
Audit Report Files and Evidence

D. Any other
N/A

III. Decision Making:

The role is able to make decisions on an individual level on planning for self for effective and timely execution of the assigned responsibilities and duties.

IV.Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Commerce Degree(Accounting/ Finance options) with CPA Part II or CIA Part III,

OR

Must have passed Certified Public Accountant (CPA) Part II,

OR

Certified Internal Auditor (CIA) Part IV.

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications	
Previous relevant work experience required.	
The role requires 3 years of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three years.	
Need to know:	
• Knowledge of Financial Management Act and guidelines, International Financial Reporting Standards (IFRS), Generally accepted accounting principles (GAAP), Institute of internal auditors standards	• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Attention to detail and investigative skills

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Internal Auditor I**
Job Group:	K
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Internal Audit
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Internal Auditor
Direct reports:	None
Job Purpose	
The purpose of the role is to undertake audit assignments in the Ministry.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1:Executes Audit Programmes • Prepare and implement audit programmes for various audit activities in the Ministry. • Document audit issues and recommendations based on the audit programmes and findings. • Prepare draft reports and holds discussion with the clients. **Responsibility 2: Responsible for audit evidence for various audit activities** • Collect audit evidence on major issues. • Verify the authenticity of the audit evidence. • Document and reports on the evidence collected to the supervisor. • Keep safe custody of the audit evidence and work during the audit. • Discuss and validates the audit issues and evidence. • Hand over the custody of audit evidence and working papers to the supervisor.	

Responsibility 3: Determines adequacy and effectiveness of Internal Control Systems in operation

- Establish the existence, evaluates and reports on the effectiveness of the internal control systems for various audit activities in the Ministry.
- Review budgetary controls on the issuance of Authority to Incur Expenditure and commitments.
- Conduct risk identification within the assigned duty activity.
- Document audit issues and provides recommendations on adherence to the Internal Controls.
- Document measures to assist management in preventive, detective or corrective controls.

Responsibility 4: Follows up on audit issues and actions of audit recommendations

- Conduct the verification of the asset register in the Ministry.
- Evaluate measures put in place to control the use of Ministry assets.
- Perform audit and physical verification of Ministry assets.
- Undertake the verification of the status of ownership of assets in the Ministry.

Responsibility 5: Verifies the existence and safety of the Government assets in the Ministry

- Conduct the verification of the asset register in the Ministry.
- Evaluate measures put in place to control the use of Ministry assets in the Ministry.
- Perform audit and physical verification of Ministry assets.
- Undertake the verification of the status of ownership of assets in the Ministry.

Responsibility 6: Ensures completeness and accuracy of the accounting records and reports

- Verify that all the accounting and other relevant official documents are fully authorised.
- Review accounting and other relevant official documents for accuracy and completeness.
- Document and discuss gaps identified and recommendations with the supervisor.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)
Office Furniture and electronics

B. Land
N/A

C. Records, data, information, confidential information
Audit Report Files and Evidence

D. Any other
N/A

III. Decision Making:

The role is able to make decisions on an individual level on planning for self for effective and timely execution of the assigned responsibilities and duties.

IV.Working Conditions:

Physical Challenges:

N/A

Working at non-standard hours:

N/A

Out-of-station travelling:

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor of Commerce Degree(Accounting/ Finance options) with CPA Part II or CIA Part III,

OR

Must have passed Certified Public Accountant (CPA) Part II,

OR

Certified Internal Auditor (CIA) Part IV.

Professional Qualifications / Membership to professional bodies

Certificate in Computer Applications			
Previous relevant work experience required.			
The role is an entry level position.			
Need to know:			
• Knowledge of Financial Management Act and guidelines, International Financial Reporting Standards (IFRS), Generally accepted accounting principles (GAAP), Institute of internal auditors standards		• Organisational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Attention to detail and investigative skills	
Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

10.7 Accounts

Job Title:	**Senior Deputy Accountant General**
Job Group:	S
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	
Section / Unit:	Accounts
Location / Work station:	Headquarter
Reporting Relationships	
Reports to:	Principal Secretary
Direct reports:	Senior Assistant Accountant General

Job Purpose

To ensure that the Ministry achieves its mandate by taking responsibility and accountability for the ensuring that Departments and Units receive quality and timely accounting services and related advisory services from the Unit.

Key Responsibilities / Duties

I. Policy Responsibilities

N/A

II. Managerial / Supervisory Responsibilities

Responsibility 1: Assisting in the administration of the department

- Interpret and implement financial regulations and procedures, Treasury Circulars, letters and instructions.

Responsibility 2: Coordination of the activities of all the divisions in the Accountant General's Office

- Oversee and ensure that proper adjustments are made in the books and ledgers including IFMIS to reflect the correct position of transactions during the year.
- Guide and participate in ensuring that constitute teams with clear mandates to ensure that proper and accurate information is assembled to meet the requirements of Management and Statutory reports.
- Lead in ensuring that formats issued by Accountants board are adhered and complied with to meet the thresh hold of the International Public Sector Accounting Standards (IPSAS) provisions.

- Guide and participate in ensuring that all statutory statements are prepared with the required disclosures.
- Lead and participate in ensuring that all statutory reports are prepared as per the required law.
- Oversee and participate in ensuring that fund and deposits, agency and Project accounts are prepared and forwarded together with final Account.
- Lead in ensuring that the Appropriation in Aid is recorded and accounted for.

Responsibility 3: Chairing the technical accounting standards committee

- Provide advisory services to Accounting Officer and other stakeholders on all financial matters in the department.

III. Operational Responsibilities

N/A

Job Dimensions:

I. Financial Responsibility:

The role is not an Authority to Incur Expenditure; however the role is responsible for the following financial aspects:

- Authorizing spending for the Ministry's budget allocation.
- Monthly reconciliation of budget.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Safeguards desktop, printer, TV, computer accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making the decisions for self in regards to performance of duties and responsibilities.

IV. Working Conditions:

A. Physical Challenges:

Nature: Health issues relating to eyesight and back aches

Frequency: Daily

B. Working at non-standard hours:

Nature: On call basis and meeting deadlines

Frequency: Ad hoc

C. Out-of-station travelling

N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
- Bachelor's degree in Commerce (Accounting or Finance option) or their equivalent qualification.

Professional Qualifications / Membership to professional bodies

- Passed Part III of Certified Public Accountants (CPA) examination or its recognized equivalent.
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).

Previous relevant work experience required.

The role requires 24 years' of cumulative relevant experience and to have served in a directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioral Competencies/Attributes:**
• A wide knowledge of international affairs and global trends is critical • Resource and risk management	• Ability to articulate, interpret and implement national and International policies and development goals

• Policy and strategy development and implementation • Leading change and building organisational capability • Influencing, persuasion and negotiation • Protocol and diplomacy • Analytical and strategic management • Effective communication	• Organizational, conceptual, managerial and decisive abilities • Creativity and innovation • Integrity and commitment to producing results • Leadership, self-drive and initiative to achieve expected results • Advocacy, relationship building and collaboration • Emotional Intelligence

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Deputy Accountant General**
Job Group:	R
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	Accounts
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Deputy Accountant General
Direct reports:	Senior Assistant Accountant General
Job Purpose	
To ensure that the Ministry achieves its mandate by the provision of quality accounting, financial and advisory services.	
Key Responsibilities / Duties	
I. Policy Responsibilities	
N/A	
II. Managerial / Supervisory Responsibilities	
Responsibility 1: Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit • Provide financial and accounting information to the Accounting officer and stake holders that will assist in making informed pertinent financial decisions • Ensure proper implementation of financial budgets as required by law on behalf of the Accounting Officer and the Stakeholders **Responsibility 2: Coordinating financial regulations and procedures, treasury circulars, letters and instructions in the Ministry** • Lead and participate in ensuring that there is proper interpretation of financial regulations and procedures, treasury circulars, letters and instructions to assist the Accounting officer, AIE holders and other stakeholders in making informed financial decisions.	

- Lead and participate in ensuring that financial regulations and procedures, treasury circulars, letters and instructions are implemented to ensure value for money by avoiding wastage.
- Lead and participate in ensuring that financial regulations and procedures, treasury circulars, letters and instructions are implemented to ensure value for money by avoiding wastage.
- Interpret and implement in ensuring uniformity, controls and accountability of budgeted funds.
- Lead and facilitate training of officers in accounts towards meeting the Ministry's goals and objectives

Responsibility 3: Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures

- Develop additional regulations and procedures to enhance controls
- Ensure that Treasury circulars regulations and procedures distributed regularly to accounts staff as they are issued.
- Guide in pinpoints outdated regulations and procedures and come up with regulations and procedures fitting the existing situations
- Supervise the set regulations and procedures to ensure they are adhered to.
- Guide and ensure the observation of conflicts between existing regulations and treasury directives and advice Treasury on needed harmonization.

Responsibility 4: Provision of quality and timely accounting services in the accounting unit

- Guide and participate in ensuring that proper adjustments are made in the books and ledgers including IFMIS to reflect the correct position of transactions during the year
- Guide and participate in ensuring that constitute teams with clear mandates to ensure that proper and accurate information is assembled to meet the requirements of Management and Statutory reports
- Guide and participate in ensuring that formats issued by Accountants board are adhered and complied with to meet the thresh hold of the International Public Sector Accounting Standards (IPSAS) provisions.
- Guide and participate in ensuring that all Statutory statements are prepared with the required disclosures
- Guide and participate in ensuring that all statutory reports are prepared as per the required law

- Guide and participate in ensuring that fund and deposits, agency and Project accounts are prepared and forwarded together with final Accounts
- Guide and participate in ensuring that the Appropriation in Aid is recorded and accounted for

Responsibility 5: Maintaining of accurate accounting records and preparation of management and statutory financial reports

- Lead and participate in ensuring that proper custody of processing and accountable records by ensuring availability of storage space and equipments so that they can be assessed when needed
- Lead and participate in ensuring that records of entry and payments reflect transactions that can inform management and statutory reports
- Prepare Management reports that assist them in making informed decisions
- Prepare statuary reports within the stipulated period to assist the Auditor make an Opinion and report to parliament.

Responsibility 6: Participating and advising in all Ministerial Committees especially tender, planning, audit, training

- Advice the tender committee on Provisions of the Public finance Act, and other inter related subsidiary legislation
- Advice the Tender committee on positions at that particular time on budget execution and liquidity as far as exchequers are concerned
- Participate in the planning committee to ensure implementation is aligned with the budget ceilings and liquidity as far as cash flows are concerned
- Advice the planning committee on budget and cash flow changes to undertake necessary adjustments.
- Participate and facilitate in training committee to ensure proper and relevant training is approved for staff especially in accounts

Responsibility 7: Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories including districts

- Guide and participate in enduring that a record is kept and updated on all bank accounts when opened or closed
- Guide and participate in ensuring that there is a proper record of Approved signatories that show existing, new and withdrawn signatories
- Guide and participate in ensuring maintaining proper records of district bank accounts, approved signatories that exist, new or withdrawn from time to time

- Keep record of existing, new or closed bank accounts

Responsibility 8: Authorise payments, sign cheques and identity suitable cheques signatories and set limits as appropriate or Authorize payments, Authorize Internet Banking Transmissions and identify suitable Internet Banking signatories and set limits as appropriate

- Authorize processing and payments of approved memos, LPOs, LSOs and payment vouchers
- Check on the completeness of the supporting documentation for each payment voucher before authorizing
- Confirm the payment has been charged in the proper budgeted line items for the proper purpose and for the appropriate goods or services provider
- Certify that the rate/price charged are according to regulation or contract and has been incurred on proper authority
- Ensure that appropriate certificates have been signed as appropriate overleaf on vouchers
- Ensure that there are proper directions and examinations of payments
- Ensure that transmissions are for properly authorized vouchers
- Identify , supervise and set limits for Internet Banking officers as the Authorised signatories
- Authorize exchequer requisitions to the Treasury to meet processed payments
- Approve transmissions to goods and Service providers through the Central Bank of Kenya

Responsibility 9: Safe guarding Government Assets and records in the accounting unit

- Guide and participate in ensuring that stock is taken of all the Assets in the Department noting the ones in good condition, need repair and those that need to be disposed
- Guide and participate in ensuring that the Assets are used for official duties to ensure value for money
- Guide and participate in ensuring that responsibilities and accountability on available assets by heads of sections.
- Guide and participate in ensuring that filing and storage facilities are procured to ensure security and safe guards of records and accountable documents
- Assign responsibility on custody, retrieval and storage of accounting documents
- Guide and participate in ensuring that Government assets are handled responsibly for official work only
- Guide and participate in ensuring that appropriate servicing to ensure realization of full value from the asset

- Guide and participate in ensuring that filing and storage facilities are procured to ensure security and safe guards of records and accountable documents

III. Operational Responsibilities

Responsibility 1: Supervision , training, development ,human resource management and deployment of accounts staff

- Oversee and participate in recruitment , retention of competent and qualified staff in the department
- Oversee and participate in assigning duties and responsibilities including deployment
- Oversee and participate in ensuring staff discipline
- Oversee and facilitate staff training and development

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management of a budget in the Ministry of Health

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Role is responsible for the safekeeping of Computers, Scanners, Printers, Telephone Sets, Photocopier, Water Dispensers; Binding Machine, Modems, shredder and office furniture

B. Land

N/A

C. Records, data, information, confidential information

Role is responsible for the safekeeping of data base on Confidential documents

D. Any other

Role is a custodian of Motor Vehicle

III. Decision Making:

Role makes decision for a section on budget preparation, utilization of resources including finances, staff management issues and work plan implementation timelines

IV. Working Conditions

Physical Challenges

Nature: Role is exposed to violence and theft due to Financial risks especially when banking and collecting money to and from the Central Bank and also when making payments, and authorization of payments

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To conduct and participate in the Field Visits to carry out monitoring and evaluation for AIEs issued and project accounts

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or its equivalent qualification from a recognized institution

Professional Qualifications / Membership to professional bodies

- Certified Public Accountants CPA(K) qualification
- Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB)
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required

The role requires 21 years of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of three (3) years.

Functional Skills:	**Behavioural Competencies/Attribute**
• Knowledge of Accountants Act, Income Tax Act, Company Act, IFRS, IAS and Procurement Act • Communicating effectively	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities

• Planning and organizing in the job • Resource management • Project Planning and Management • Managerial and administrative • Financial Acumen	• Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Senior Assistant Accountant General**
Job Group:	Q
Ministry:	Health
State Department:	N/A
Department:	Administration
Division:	Accounts
Section / Unit:	N/A
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Deputy Accountant General
Direct reports:	Assistant Accountant General
Job Purpose	
To ensure that the Ministry achieves its mandate by the provision of quality accounting, financial and advisory services	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit • Provide financial and accounting information to the Accounting officer and stake holders that will assist in making informed pertinent financial decisions • Ensure proper implementation of financial budgets as required by law on behalf of the Accounting Officer and the Stakeholders **Responsibility 2: Ensure proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions** • Lead and participate in ensuring that there is proper interpretation of financial regulations and procedures, treasury circulars, letters and instructions to assist the Accounting officer, AIE holders and other stakeholders in making informed financial decisions.	

- Lead and participate in ensuring that financial regulations and procedures, treasury circulars, letters and instructions are implemented to ensure value for money by avoiding wastage.
- Lead and participate in ensuring that financial regulations and procedures, treasury circulars, letters and instructions are implemented to ensure value for money by avoiding wastage.
- Interpret and implement in ensuring uniformity, controls and accountability of budgeted funds.
- Lead and facilitate training of officers in accounts towards meeting the Ministry's goals and objectives

Responsibility 3: Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures

- Develop additional regulations and procedures to enhance controls
- Ensure that Treasury circulars regulations and procedures distributed regularly to accounts staff as they are issued.
- Guide in pinpoints outdated regulations and procedures and come up with regulations and procedures fitting the existing situations
- Supervise the set regulations and procedures to ensure they are adhered to.
- Guide and ensure the observation of conflicts between existing regulations and treasury directives and advice Treasury on needed harmonization.

Responsibility 4: Provision of quality and timely accounting services in the accounting unit

- Guide and participate in ensuring that proper adjustments are made in the books and ledgers including IFMIS to reflect the correct position of transactions during the year
- Guide and participate in ensuring that constitute teams with clear mandates to ensure that proper and accurate information is assembled to meet the requirements of Management and Statutory reports
- Guide and participate in ensuring that formats issued by Accountants board are adhered and complied with to meet the thresh hold of the International Public Sector Accounting Standards (IPSAS) provisions.
- Guide and participate in ensuring that all Statutory statements are prepared with the required disclosures
- Guide and participate in ensuring that all statutory reports are prepared as per the required law

- Guide and participate in ensuring that fund and deposits, agency and Project accounts are prepared and forwarded together with final Accounts
- Guide and participate in ensuring that the Appropriation in Aid is recorded and accounted for

Responsibility 5: Maintaining of accurate accounting records and preparation of management and statutory financial reports

- Lead and participate in ensuring that proper custody of processing and accountable records by ensuring availability of storage space and equipments so that they can be assessed when needed
- Lead and participate in ensuring that records of entry and payments reflect transactions that can inform management and statutory reports
- Prepare Management reports that assist them in making informed decisions
- Prepare statuary reports within the stipulated period to assist the Auditor make an Opinion and report to parliament.

Responsibility 6: Participating and advising in all Ministerial Committees especially tender, planning, audit, training

- Advice the tender committee on Provisions of the Public finance Act, and other inter related subsidiary legislation
- Advice the Tender committee on positions at that particular time on budget execution and liquidity as far as exchequers are concerned
- Participate in the planning committee to ensure implementation is aligned with the budget ceilings and liquidity as far as cash flows are concerned
- Advice the planning committee on budget and cash flow changes to undertake necessary adjustments.
- Participate and facilitate in training committee to ensure proper and relevant training is approved for staff especially in accounts

Responsibility 7: Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories including districts

- Guide and participate in enduring that a record is kept and updated on all bank accounts when opened or closed
- Guide and participate in ensuring that there is a proper record of Approved signatories that show existing, new and withdrawn signatories

- Guide and participate in ensuring maintaining proper records of district bank accounts, approved signatories that exist, new or withdrawn from time to time
- Keep record of existing, new or closed bank accounts

Responsibility 8: Safe guarding Government Assets and records in the accounting unit

- Guide and participate in ensuring that stock is taken of all the Assets in the Department noting the ones in good condition, need repair and those that need to be disposed
- Guide and participate in ensuring that the Assets are used for official duties to ensure value for money
- Guide and participate in ensuring that responsibilities and accountability on available assets by heads of sections.
- Guide and participate in ensuring that filing and storage facilities are procured to ensure security and safe guards of records and accountable documents
- Assign responsibility on custody, retrieval and storage of accounting documents
- Guide and participate in ensuring that Government assets are handled responsibly for official work only
- Guide and participate in ensuring that appropriate servicing to ensure realization of full value from the asset
- Guide and participate in ensuring that filing and storage facilities are procured to ensure security and safe guards of records and accountable documents

II. Operational Responsibilities

Responsibility 1: Supervision , training, development ,human resource management and deployment of accounts staff

- Oversee and participate in recruitment , retention of competent and qualified staff in the department
- Oversee and participate in assigning duties and responsibilities including deployment
- Oversee and participate in ensuring staff discipline
- Oversee and facilitate staff training and development

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management of a budget in the Ministry of Health

II. Responsibility for Physical Assets

E. Equipment (Machinery, Instruments, Tools)

Role is responsible for the safekeeping of Computers, Scanners, Printers, Telephone Sets, Photocopier, Water Dispensers; Binding Machine, Modems, shredder and office furniture

F. Land

N/A

G. Records, data, information, confidential information

Role is responsible for the safekeeping of data base on Confidential documents

H. Any other

Role is a custodian of Motor Vehicle

III. Decision Making:

Role makes decision for a section on budget preparation, utilization of resources including finances, staff management issues and work plan implementation timelines

IV. Working Conditions

Physical Challenges

Nature: Role is exposed to violence and theft due to Financial risks especially when banking and collecting money to and from the Central Bank and also when making payments, and authorization of payments

Frequency: Daily

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out-of-station travelling

Nature: To conduct and participate in the Field Visits to carry out monitoring and evaluation for AIEs issued and project accounts

Frequency: Quarterly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or its equivalent qualification from a recognized institution	
Professional Qualifications / Membership to professional bodies	
• Certified Public Accountants CPA(K) qualification • Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB) • Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution	
Previous relevant work experience required	
The role requires Eighteen (18) years of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of three (3) years.	
Functional Skills:	**Behavioural Competencies/Attribute**
• Knowledge of Accountants Act, Income Tax Act, Company Act, IFRS, IAS and Procurement Act • Communicating effectively • Planning and organizing in the job • Resource management • Project Planning and Management • Managerial and administrative • Financial Acumen	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Assistant Accountant General**
Job Group:	P
Ministry	Ministry of Health
State Department:	N/A
Department:	Administration
Section / Unit:	Accounts
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Assistant Accountant General
Direct reports:	Principal Accountant

Job Purpose

To ensure that the Ministry achieves its mandate by taking responsibility and accountability for the Departments and Units and ensuring that they receive quality and timely accounting services and related advisory services from the Unit.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Provision of quality and timely accounting services in the accounting unit

- Ensure that accurate financial reports for the Ministry are produced on time at all times.
- Respond timely and comprehensively to accounting queries from the Kenya Nation Audit Office (KENAO) and internal audit office.
- Provide accounting advice to the accounting officer and other stakeholders when required to.
- Ensure accurate financial records for the Ministry are maintained at all times.
- Ensure an inventory on all bank accounts is maintained accurately at all times.

Responsibility 2: Ensure proper implementation and regulation of financial procedures

- Ensure bank reconciliations are done timely every month.
- Ensure that postings and balancing in the cash books are done properly at all times.

Responsibility 3: Develop internal control mechanisms

- Allocate duties and ensures that there is regular rotation of staff in the Unit so that controls are enhanced.
- Monitor activities and transactions of the cash office on a regular basis so as to ensure that all cash is accounted for.
- Monitor transactions made in Integrated Financial Management System and in Internet Banking.

- Ensure that the Unit complies with Standard Operating Procedures at all times.

Responsibility 4: Attend Public Accounts committee hearings

- Attend Public Accounts Committee hearings and prepares responses to the audit queries when required.
- Ensure supporting documents are prepared on time for these meetings at all times.

Responsibility 5: Safeguard Government Assets

- Keep a record of all assets in the unit and ensures they are safe and accessible when required.
- Ensure that regular and scheduled maintenance and repairs of assets is carried out when due.
- Oversee the disposal of idle assets including archiving of old records periodically.
- Set performance targets for officers in the Accounting Services Unit.
- Appraise the Accounting Services staff.

Responsibility 6: Supervision and initiation training and development and deployment of accounts staff

- Initiate and ensures that there is relevant training and development of staff in the Unit at all times.
- Develop a schedule of duties for staff in the Unit and oversees day to day staff activities at all times.
- Oversee the deployment of staff within the Ministry to some departments when they are required.

II. Operational Responsibilities

Responsibility 1: Carry out expenditure control

- Supervise, control and coordinate voucher preparation.
- Supervise, control and coordinate voucher examination.
- Supervise, control and coordinate vote book management.
- Issue AIEs.
- Transmit payments through internet banking.
- Approve transactions in IFMIS.

Responsibility 2: Enforce revenue control

- Oversee collection of credit notes from Central Bank of Kenya.
- Prepare receipts and payments schedules.
- Update revenue databases.
- Produce periodic management reports.

- Reconcile revenue and exchequers.
- Maintain Counter Receipt Book (CRB).

Responsibility 3: Providing Agency Services

- Supervise the validation of below the line items.
- Upload District Expenditure data.
- Produce below the line reports.
- Respond to audit queries.
- Maintain a manual imprest register.

Responsibility 4: Carry out imprest control

- Approves requests and correspondences from departments.
- Maintains encumbrance's registers.
- Ensures compliance with the Code of Regulations and the Public Funds Management Act.
- Ensure recovery of non-accounted for imprests.
- Responds to Audit issues.

Responsibility 5: Cash management

- Ensure proper and accurate maintenance of cashbooks.
- Reconcils bank statements against cash book.
- Respond to Audit issues.
- Maintain the debit/credit notes and bank statements.
- Produce management reports.
- Issue signatory instructions to the Central Bank of Kenya.
- Carry out exchequer requisitions.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the prudent management of a budget in the Ministry of Health

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

Custodian of computers, printers, photocopiers and network equipment

B.Land

N/A

C. Records, data, information, confidential information

Custodian of correspondences, policy documents, management data and information

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for the team on policy implementation, budgeting, recruitment and timeliness for Heads of Departments, suppliers and other staff in the Ministry.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency:

Working at non-standard hours:

Nature: N/A

Frequency:

Out-of-station travelling:

Nature: The role travels out-of-station to review projects

Frequency: Monthly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

- Certified Public Accountants CPA(K) qualification
- Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB)
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

Previous relevant work experience required.

The role requires 15 year(s) of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**

• Knowledge of Accounting Standards and Financial Regulations i.e. International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) • Code of regulation • Knowledge of various Acts of Parliament i.e. Public Financial Management Act , Procurement and Disposal Act • The Constitution of Kenya • Treasury Circulars • Ability to Articulate, interpret and implement National and internal policies and development goals	• Ability to articulate and implement Ministerial / Departmental Mandates • Organizational, analytical, managerial and decision making abilities • Creativity and innovation • Integrity • Results-oriented, self-driven • Appreciation and application of technology in the work environment • Passion for continuous professional development • Initiative to achieve expected results • Policy and strategy implementation • Team leadership

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Principal Accountant**
Job Group:	N
Ministry	Health
State Department:	N/A
Department:	Administration
Section / Unit:	Accounts
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Assistant Accountant General
Direct reports:	Chief Accountant

Job Purpose

To ensure that the ministry achieves its mandate by supervising and guiding staff in the unit, ensuring provision of quality and timely accounting services to departments, units and external customers.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Planning, directing, organising, staffing ,coordinating and supervising the area of control

- Ensure proper utilisation of human and other resources.
- Oversee the work of subordinates, watches and directs work and workers.
- Motivate by inspiring, simulating or encouraging by using positive and negative incentives.
- Harness both physical and financial resources and develop a productive relationship for goal achievement.
- Assist and deputize the Head of the Accounting Unit.
- Man the organisational structure and keeps it manned.
- Ensure the right officer for the job through proper selection and appraisal.
- Perform manpower planning, training and development, remuneration, performance appraisal and recommends promotions and transfers.
- Measure accomplishments against the standards and recommends corrective actions in case of deviations.

Responsibility 2: Managing performance contract appraisals

- Set performance targets with the appraise.
- Perform quarterly reviews with the appraisee.
- Perform semi-annual review (for target revision).

- Follow up and assists while addressing the challenges.
- Perform annual appraisal.

Responsibility 3: Training and development of staff under the unit

- Conduct monthly departmental meetings.
- Review the training requirement in the department.
- Recommend the relevant training either promotional or performance based.
- Keep record of staff trained.
- Perform periodical reviews on training needs.
- Deal with staff discipline, deployment, appraisals and leave for all staff in the Accounting Unit.

Responsibility 4: Conducting internal checks and ad hoc assignments

- Ensure optimal staffing within sections.
- Ensure division of duties for internal control.
- Ensure corrective action in case of weakness on controls.
- Ensure staff rotation or appropriate disciplinary action in time for controls.
- Attend meetings e.g. ministerial training, ministerial tender committee, MUHRAC and many others.
- Supervise voucher preparation, expenditure control, examination, revenue, agency, bank reconciliation, imprest, cash office, data, validation and invoicing sections.

II. Operational Responsibilities

Responsibility 1: Authorisation of payment vouchers and imprest warrants

- Ensure proper support documents are attached.
- Ensure signature of the AIE holder for goods and services.
- Ensure relevant certificates are signed e.g. procurement and examination.
- Ensure proper verification of the person taking the imprest.

Responsibility 2: Preparation of management reports

- Ensure production of Bank reconciliation reports (monthly).
- Ensure daily revenue reports remittance to exchequer.
- Ensure cash book is balanced daily.
- Conduct expenditure/imprest outstanding returns and follow ups.
- Ensure revenue daily collection returns are filed.
- Ensure returns on outstanding imprests are sent to HR for recoveries.
- Scrutinize BTL accounts and directs on how to clear them on a monthly basis.
- Deal with losses, write-offs, exaggerated payments, compensation and nugatory payments.

- Writes and responds to correspondences.
- Ensure collection of AIA and extra exchequer receipts.

Responsibility 3: Verification and checking of cash books

- Ensure all payments and receipts are recorded per vote.
- Ensure cash book is checked on a daily basis.
- Ensure the rescheduling of accountants and checking the cashbook.
- Ensure feedback on customer satisfaction and address the complaints arising.
- Monitor below the line accounts bank reconciliations and deposits.
- Monitor deposit retention money, contracts register and the reconciliations.
- Coordinate voucher preparation, examination, vote book control sections and AIE issues.
- Validate transactions in the system.
- Run unaccounted for items and ensures they are cleared.
- Posts entries in the ledger.
- Prepares monthly expenditure returns.
- Prepares annual appropriation accounts (recurrent and development).

Responsibility 4: Approving transactions in the system (IFMIS) and internet banking (IB)

- Ensure approval of payments.
- Ensure approval of all receipts (revenue).
- Ensure approval of transactions on internet banking.
- Ensure approval of LPOS and LSOS in the system and physically.
- Ensure relevant attachments for documentation of transactions.

Responsibility 5: Timely and accurate preparation of statutory reports

- Assist in timely preparation of statutory reports (per statutory requirements).
- Assist in timely preparation of management reports, monthly expenditure returns and ledger reports.
- Assist in answering audit queries.
- Assist in preparation of final accounts.

Job Dimensions:
I. Financial Responsibility:
The role is an Authority to Incur Expenditure (AIE), and is responsible for the unit's operational allocation
II. Responsibility for Physical Assets
A. Equipment (Machinery, Instruments, Tools)

The role is responsible for computers, cabinets, bookshelves, office table, computer stand, printer, coffee table, sofa set, desk, and chairs etc.

B. Land – N/A

C. Records, data, information, confidential information

The role is a custodian of confidential information, reports, records and data in the computer

D. Any other – N/A

III. Decision Making:

The role is responsible for making decisions for the team on operational matters i.e. duty allocations, internal transfers and any other decision enforcing internal controls.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency:

Working at non-standard hours:

Nature: The role works at non-standard hours to meet tight deadlines

Frequency: Daily

Out-of-station travelling:

Nature: The role travels out of station for official duty i.e. when conducting research and training

Frequency: Yearly

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

Professional Qualifications / Membership to professional bodies

- Certified Public Accountants CPA(K) part 2
- Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- Certificate in Computer Applications

• Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution
Previous relevant work experience required.
The role requires 12 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	**Behavioural Competencies/Attributes:**
• Knowledge of Accounting Standards and Financial Regulations i.e. International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) • Code of regulation • Knowledge of various Acts of Parliament i.e. Public Financial Management Act , Procurement and Disposal Act • The Constitution of Kenya • Treasury Circulars	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Chief Accountant**
Job Group:	M
Ministry	Ministry of Health
State Department:	N/A
Department:	Administration
Section / Unit:	Accounts
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Principal Accountant
Direct reports:	Senior Accountant

Job Purpose

To ensure that the ministry achieves its mandate by supervising and guiding staff in the unit, ensuring provision of quality and timely accounting services to departments, units and external customers.

Key Responsibilities / Duties

I. Managerial / Supervisory Responsibilities

Responsibility 1: Plan, direct, organise, staff, coordinate and supervise the area of control

- Make decisions in advance on the course of action to be taken for achievement of the organisational goals.
- Oversee the work of subordinates, watches and directs work and workers.
- Motivate by inspiring, simulating or encouraging by using positive and negative incentives.
- Lead through guidance and influences work in the desired direction.
- Harness both physical and financial resources and develop a productive relationship for goal achievement.
- Ensure conformity with the standard set.
- Measure accomplishments against the standards and recommends corrective actions in case of deviations.

Responsibility 2: Managing performance contract appraisals

- Set performance targets with the appraisee.
- Perform quarterly reviews with the appraisee.
- Perform semi-annual review (for target revision).
- Follow up and assists while addressing the challenges.
- Perform annual appraisal.

Responsibility 3: Training and development of staff under the unit

- Conduct monthly departmental meetings.
- Review the training requirement in the department.
- Recommend the relevant training either promotional or performance based.
- Keep record of staff trained.
- Perform periodical reviews on training needs.
- Deal with staff discipline, deployment, appraisals and leave for all staff in the Accounting Unit.

Responsibility 4: Conducting internal checks and ad hoc assignments

- Ensure optimal staffing within sections.
- Ensure division of duties for internal control.
- Ensure corrective action in case of weakness on controls.
- Ensure staff rotation or appropriate disciplinary action in time for controls.
- Attend meetings e.g. ministerial training, ministerial tender committee.
- Supervises voucher preparation, expenditure control, examination, revenue, agency, bank reconciliation, imprest, cash office, data, validation and invoicing sections.

II. Operational Responsibilities

Responsibility 1: Authorisation of payment vouchers and imprest warrants

- Ensure proper support documents are attached.
- Ensure signature of the AIE holder for goods and services.
- Ensure relevant certificates are signed e.g. procurement and examination.
- Ensure proper verification of the person taking the imprest.

Responsibility 2: Preparation of management reports

- Ensures production of Bank reconciliation reports (monthly).
- Ensures daily revenue reports remittance to exchequer.
- Ensure cash book is balanced daily.
- Conduct expenditure/imprest outstanding returns and follow ups.
- Ensure revenue daily collection returns are filed.
- Ensure returns on outstanding imprests are sent to HR for recoveries.
- Deal with losses, write-offs, exaggerated payments, compensation and nugatory payments.
- Write and responds to correspondences.
- Ensure collection of AIA and extra exchequer receipts.

Responsibility 3: Verification and checking of cash books

- Ensure all payments and receipts are recorded per vote.
- Ensure cash book is checked on a daily basis.

- Ensure the rescheduling of accountants and checking the cashbook.
- Ensure feedback on customer satisfaction and address the complaints arising.
- Monitor below the line accounts bank reconciliations and deposits.
- Monitor deposit retention money, contracts register and the reconciliations.
- Coordinate voucher preparation, examination, vote book control sections and AIE issues.
- Validate transactions in the system.
- Run unaccounted for items and ensures they are cleared.
- Post entries in the ledger.
- Prepare monthly expenditure returns.
- Prepare monthly briefs on expenditure trend.
- Prepare annual appropriation accounts (recurrent and development).

Responsibility 4: Timely and accurate preparation of statutory reports

- Assist in timely preparation of statutory reports (per statutory requirements).
- Assist in timely preparation of management reports.
- Assist in answering audit queries.
- Ensure production of monthly expenditure returns.
- Ensure timely production of ledger reports.
- Ensure timely correction of errors.
- Assist in preparation of final accounts.

Job Dimensions:

I. Financial Responsibility:

The role is an Authority to Incur Expenditure (AIE), and is responsible for the unit's operational allocation.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for computers, cabinets, bookshelves, office table, computer stand, printer, coffee table, sofa set, desk, and chairs etc.

B. Land – N/A

C. Records, data, information, confidential information

The role is a custodian of confidential information, reports, records and data in the computer

D. Any other – N/A

III. Decision Making:

The role is responsible for making decisions for the team on operational matters i.e. duty allocations, internal transfers and any other decision enforcing internal controls.

IV. Working Conditions:

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: The role works at non-standard hours to meet tight deadlines

Frequency: Daily

Out-of-station travelling:

Nature: The role travels out of station for official duty i.e. when conducting research and training

Frequency: Yearly

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

Professional Qualifications / Membership to professional bodies

- Certified Public Accountants CPA(K) part II
- Certificate in Computer Applications
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution

Previous relevant work experience required.

The role requires 9 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of 3 year(s).

Functional Skills:	Behavioural Competencies/Attributes:
• Knowledge of Accounting Standards and Financial Regulations i.e. International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards (IFRS),	• Organizational, managerial and administrative abilities • Ability to get on well with a diverse workforce • Honesty and integrity

International Accounting Standards (IAS) • Code of regulation • Knowledge of various Acts of Parliament i.e. Public Financial Management Act , Procurement and Disposal Act • The Constitution of Kenya • Treasury Circulars	• Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	Signature	Date
Head of Department			
HR Representative			

Job Title:	**Senior Accountant**
Job Group:	L
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Accounts
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Chief Accountant
Direct reports:	Accountant I, II and III
Job Purpose	
To support the Ministry in achieving its mandate by offering high level accounting services to Departments and Units.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
Responsibility 1: Coordinating areas of control • Ensure that imprest is issued according to standard regulations and operational procedures at all times. • Ensure that imprest has been surrendered on time and has been utilised correctly. • Monitor the efficient preparation of all voucher payments in the Accounts unit at all times. • Examine and validates information uploaded on the IFMIS system before approval at all times. • Coordinate the work of officers dealing with imprest, payment voucher preparation and the Integrated Finance Management Information System(IFMIS). **Responsibility 2: Training and development of staff under him/her** • Ensure the development of staff in the section by day to day coaching and on the job training of staff.	

- Identify training needs for officers and reports to the head of unit for necessary recommendations to be made.

Responsibility 3:Performance Management of staff under role's supervision

- Set performance contracts targets for staff under role's supervision bi- annually.
- Monitor progress on staff performance quarterly.
- Appraise staff performance bi-annually.

II. Operational Responsibilities

Responsibility 1:Ensuring timely and accurate preparation of quality management reports

- Prepare updated reports on status of imprest on a weekly basis.
- Prepare and presents reports on incurred expenditure in the Ministry weekly.
- Prepare bi-annual financial reports such as statement of assets and liabilities, general ledger, appropriation accounts and expenditure returns.

Responsibility 2: Authorising payments subject to set limits

- Ensure that all paper work related to payments is as per the standard guidelines at all times.
- Check and authorise payments in IFMIS within set limits when required.

Responsibility 3: Monitoring the collection and inspection of revenue

- Ensure that revenue collected is receipted properly and correctly recorded in the cash book at all times.
- Ensure that the totals in the Miscellaneous Receipts (MR) tallies with what is in the cash book at all times.
- Ensure that payments made from the cash office are according to laid down rules and regulations at all times.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of desktop, computer accessories and office furniture

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is responsible for making decisions for self and for the direct reports in line with laid down regulations.

IV. Working Conditions

Physical Challenges

Nature: N/A

Frequency: N/A

Working at non-standard hours

Nature: N/A

Frequency: N/A

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

Professional Qualifications / Membership to professional bodies

- Membership of the Certified Public Accountants(CPA)
- Certificate in Computer applications
- Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution

Previous relevant work experience required.

The role requires 6 years of cumulative relevant experience and to have served in the directly subordinate role for a minimum period of 3 year(s).	
Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Accounting Standards and Financial Regulations i.e. International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), Acts of Parliament i.e. Public Financial Management Act , Procurement and Disposal Act • The Constitution of Kenya • Treasury Circulars • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Accountant I**
Job Group:	K
Ministry	Health
State Department:	N/A
Department:	Administration
Division:	N/A
Section / Unit:	Accounts
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Accountant
Direct reports:	N/A

Job Purpose

To ensure the Ministry achieves its mandate by offering accounting services to Departments and Units in an efficient and effective manner.

Key Responsibilities / Duties

I. Managerial Responsibilities

N/A

II. Operational Responsibilities

Responsibility 1: Reconciling Bank Statements

- Ensure that the cash book reconciles to the bank statements at all times.
- Ensure that remarks made concerning reconciliations have been complied to and necessary action is taken to address identified variances.

Responsibility 2: Verifying vouchers and committal documents in accordance with the laid down rules and regulations

- Verify payment vouchers to ensure that they are correctly done at all times.
- Input information on the IFMIS system and ensures that it is correctly charged at all times.
- Ensure that validated vouchers are submitted for examination/ authorisation as required.
- Ensure timely submission of validated vouchers to the cash office at all times.

Responsibility 3: Capturing Data, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc.

- Capture expenditure returns from Districts in IFMIS as and when received
- Verify the correctness of the expenditure returns to ensure that they confirms to the purpose of requisition at all times

- Verify for correctness at all times information in primary records such as cashbooks, ledgers, vote books, registers.
- Generate various reports from the Integrated Finance Information System (IFMIS) as an when required.

Responsibility 4: Cashiering Duties

- Receive duly processed payment vouchers from Departments / Units for processing regularly.
- Transfer cash to the receipt accounts as required and in line with standard procedure.
- Post payments and receipt vouchers in the cash books in line with standard procedures at all times.
- Balance and rule cash books on a daily basis.
- Arrange withdrawal of cash for office use and ensures safety of the same at all times.
- Extract and provide cash liquidity analysis on a daily basis.
- Transfer pre-finance Authority to Incur Expenditures (AIE's) to the respective beneficiaries on a quarterly basis.
- Ensure timely collection of revenue from revenue centres and from sale of goods and services at all times.
- Pay personal and merchant claims guided by cash balances in the cash books and treasury regulations.
- Receipt all money due and payable to government on a daily basis.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools) – The role is responsible for the safe custody of office furniture and electronics, Computers and associated accessories

B. Land – N/A

C. Records, data, information, confidential information – N/A

D. Any other – N/A

III. Decision Making

The role is able to make decisions on an individual level and be personally accountable for those decisions; the scope and impact of these decisions would be felt primarily for self.

IV. Working Conditions

Physical Challenges:

Nature: N/A

Frequency: N/A

Working at non-standard hours:

Nature: N/A

Frequency: N/A

Out-of-station travelling:

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

For appointment to this role, the following academic qualification(s) is a requirement:
Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

Professional Qualifications / Membership to professional bodies

Membership of the Institute of Certified Public Accountants Kenya(I-CPAK)

Previous relevant work experience required.

The role requires 3 year(s) of cumulative relevant experience and to have served in a subordinate role for a minimum period of (3 year(s).

Functional Skills:	Behavioral Competencies/Attributes:
• Knowledge of Oracle accounting system • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision

• Delivery on work plans • Pro-activeness	• Creativity and innovativeness • Interpersonal relations including being a team player

Approvals			
	Name	**Signature**	**Date**
Head of Department			
HR Representative			

Job Title:	**Accountant II**
Job Group:	J
Ministry:	Health
State Department:	N/A
Department:	Administration
Division	N/A
Section / Unit:	Accounts
Location / Work station:	Headquarters
Reporting Relationships	
Reports to:	Senior Accountant
Direct reports:	N/A
Job Purpose	
To ensure that the Ministry achieves its mandate by offering accounting services to Departments and Units through timeous processing of payments and applying the necessary controls on primary entry data.	
Key Responsibilities / Duties	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities	
Responsibility 1: Preparation and verifying of vouchers in accordance with the laid down rules and regulations involving primary data entry • Prepare payment vouchers and ensures that they are done in line with laid down rules and regulations at all times. • Input information on the Integrated Finance Management Information System (IFMIS) and ensures that accounts are correctly charged. • Capture expenditure returns from Districts in IFMIS as and when they are received. • Verify the correctness of the expenditure returns to ensure that they confirm to the purpose of requisition at all times. • Generate various reports from the IFMIS system as an when required. **Responsibility 2: Conducting routine accounting work**	

- Balance cashbooks, imprest and advances in ledgers monthly or at required times.
- Generate various reports from the IFMIS system as an when required.

Job Dimensions:

I. Financial Responsibility:

The role is not responsible for any financial aspects.

II. Responsibility for Physical Assets

A. Equipment (Machinery, Instruments, Tools)

The role is responsible for the safekeeping and proper use of office furniture, computers and electronics allocated.

B. Land

N/A

C. Records, data, information, confidential information

N/A

D. Any other

N/A

III. Decision Making:

The role is able to make decisions on an individual level and is personally accountable for those decisions.

IV. Work Conditions

Physical Challenges

Nature: N/A

Frequency:

Working at non-standard hours

Nature: N/A

Frequency:

Out of station travelling

Nature: N/A

Frequency: N/A

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
Professional Qualifications / Membership to professional bodies
Membership of the Institute of Certified Public Accountants Kenya(I-CPAK)
Previous relevant work experience required.
The role is an entry level position.

Functional Skills	**Behavioural Competencies/Attributes**
• Knowledge of Oracle accounting system • Policy Implementation • Oral/Written communication skills • Administrative skills • Problem solving • Target setting • Delivery on work plans • Pro-activeness	• Organizational, managerial and administrative anilities • Ability to get on well with diverse workforce • Honesty and Integrity • Positive working attitude and ability to give and take instructions • Ability to work with minimum supervision • Creativity and innovativeness • Interpersonal relations including being a team player

Approvals

	Name	**Signature**	**Date**
Head of Department			
HR Representative			