



MINISTRY OF HEALTH

INTERNAL ADVERTISEMENT FOR VACANT POSTS

Enclosed herewith please find internal advertisements for the following vacant posts: -

DESIGNATION	'CSG'	NO. OF POSTS
Epidemiologist	CSG 8	8
Health Records & Information MNGT Officer	CSG 10	2
Health Records & Information Technologist III	CSG 12	2
Medical Laboratory Officers	CSG10	8
Public Health Officers	CSG10	25
Public Health Technician	CSG12	5

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke

Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic Professional Certificates and Transcripts during interviews. Servings Officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

Completed application forms should reach the Principal Secretary, Ministry of Health, P.O. Box 30016-00100, NAIROBI or hand delivered to Ministry of Health, 3rd Floor Registry, on or **before 24th May, 2021**.

DEPARTMENT OF PUBLIC HEALTH

I. MEDICAL LABORATORY OFFICERS, (8) Posts ADVERT NO. 04/2021

Salary Scale: Ksh. 38,270 - Ksh. 51,170 p.m.

(CSG 10)

For appointment to this grade and officer must have: -

1. Have a Bachelor degree in Medical Laboratory Sciences
2. Must be registered by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
3. Holder of a valid practicing License from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
4. At least 2 years working experience in a laboratory.
5. Knowledge of laboratory Health and Safety practices
6. Experience working with Ministry of Health systems on COVID 19 is an added advantage
7. Good report writing and analytical skills
8. Good communication and interpersonal skills
9. Ability to work under pressure with minimal supervision

Knowledge of standard biosafety and biosecurity protocols and practice

Duties and Responsibilities include: -

1. Collect and direct the collection of specimens with rigid attention to proper client identification, priority status and point of entry.
2. Set up, clean and maintain laboratory COVID 19 specimen collection facility and registers.
3. Package and ensure timely transportation of specimen to testing laboratory with strict adherence to laboratory safety and infection control policies for clinical testing.
4. Perform laboratory activities required for COVID 19 prevention, care and treatment programs, including baseline and ensure follow up laboratory investigations are carried out.
5. Conduct laboratory testing procedures as per the required SOPs.
6. Correlate clinical information and/or previous lab results and report discrepancies to supervisors and other appropriate personnel.
7. Interpret test results and documents appropriately.
8. Maintain safe and clean working environment by complying with safety procedures, rules, and regulations including infection control policies and protocols.

9. Ensure correct segregation, labelling, transport and disposal of bio-hazard materials
10. Ensure strict adherence to Biosafety Biosecurity protocols.
11. Provide technical information about test results to other members of POE and clients.
12. Perform any other duties as directed by the supervisor.

Terms of service:

12-month contract

**II. HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER (2)
Posts ADVERT NO. 02/2021**

Basic Salary Scale: Ksh. 38,270 - Ksh. 51,170 p.m. (CSG 10)

For appointment to this grade, an officer must have: -

- (i) Must have a Degree in Health Records and Information Management from a recognized training institution.
- (ii) Hands on experience in M&E especially Health Management Information Systems and Data Quality Assurance
- (iii) Be able to apply and use the KHIS and any other MOH data electronic data management systems
- (iv) Able to work in multicultural environment

Reporting arrangements

The Health Records and Information Management Officer will be reporting to the Director, Directorate of Public Health/Incident Manager through Head of Division of Health Informatics.

Terms of service:

12-month contract

Duties and Responsibilities include:-

Each Health Records and Information Management Officer will have the following roles and responsibilities:

- i. Data collection using the appropriate data collection and reporting tools both manual and digital
- ii. Ensure timely submission of reports from periphery counties
- iii. Compile data from different sources for day today management
- iv. Compile and upload reports into KHIS and any other health information subsystems
- v. Generate and analyze routine reports for decision making by use of dashboards and pivot tables
- vi. Mentor and supervising the data management activities

- vii. Participate in development of work plans and budgets
- viii. Member of the COVID 19 surveillance committee
- ix. Conduct data quality audits / assessments and also checks for consistency and outliers in data
- x. Assist in operational health research, and health data quality assessments
- xi. Monitor and evaluate various interventions on COVID 19 response
- xii. Mentorship of Health Records and Information Management students on internship and practicum
- xiii. Maintain custody of all health records and ensure confidentiality, safety and security
- xiv. Ensure data SOPs, guidelines and policy are adhered to

III. HEALTH RECORDS AND INFORMATION TECHNOLOGIST III (2) Posts ADVERT NO. 03/2021 CSG 12

Basic Salary Scale: Salary Scale: Kshs. 25,470- Kshs. 33,950 p.m. (CSG 12)

For appointment to this grade, an officer must have: -

Roles and Responsibilities

Each Health Records and Information Technologist III will have the following roles and responsibilities:

- Data collection using the appropriate data collection and reporting tools both manual and digital
- Compile data from different sources for day today management
- Compile and upload reports into KHIS and any other health information subsystems
- Generate and analyze routine reports for decision making by use of dashboards and pivot tables
- Filing, storing and retrieving of data
- Mentor and supervising the data management activities
- Participate in development of work plans and budgets
- Member of the COVID 19 surveillance committee
- Conduct data quality audits / assessments and also checks for consistency and outliers in data
- Assist in operational health research, and health data quality assessments
- Monitor and evaluate various interventions on COVID 19 response

- Maintain custody of all health records and ensure confidentiality, safety and security
- Ensure data SOPs, guidelines and policy are adhered to

Job Requirements:

- (i) Must have a minimum of a 3-year Diploma in Health Records and Information Management from a recognized training institution.
- (ii) Hands on experience on in the context of DHIS

Reporting arrangements

The Health Records and Information Technologist III will be supporting counties/ subcounty for timely collection and dissemination of COVID 19 data /reports will be reporting to the Head, Directorate of Public Health/Incident Manager through head of division of health informatics.

Terms of service:

12-month contract

Location / Work station:

Ministry of Health- Afya House

IV. PUBLIC HEALTH OFFICERS [25] POSTS, ADVERT NO. 05/2021

Basic Salary Scale: Kshs. 38,270- Kshs. 51,170 p.m. (CSG 10)

For appointment to this grade, an officer must have:-

1. Be deployed at Points of Entry to enforce Kenyan laws and international travel requirements under supervision of a Port Health Officer.
2. Carry out primary screening at Points of Entry, referral of suspect cases to a clinician for secondary screening which will lead to referral to hospital for further screening or release
3. Participate in writing of COVID-19 attestation letters for truckers whose results indicate negativity
4. Issuance and validation of travel documents including COVID-19 attestation letters
5. Supervise disinfection of all trucks whose crew are found to be COVID-19 positive

6. Facilitate medical evacuations to quarantine and isolation facilities.
7. Implement instructions from Port Health Officer on domestic and international disease dynamics.
8. Undertake disinfection, disinsection and deratting (vector and vermin control)
9. Liaise with County rapid response teams to pick confirmed cases at points of entry and conduct in contact tracing within the point of entry
10. Facilitation of medical examination of food handlers.
11. Food quality assurance through sampling.
12. Carryout community health education including to other actors within point of entry
13. Participate in prosecution of offenders of the law.
14. Participate in cargo clearance.
15. Conduct Sanitary audits of port environment, conveyances and buildings and licensing of food establishments.
16. Ensure safe packaging and transportation of human remains.
17. Ensure availability of commodities for waste storage, transportation and disposal including infectious waste.
18. Perform any other duties as directed by the supervisor

Duties and Responsibilities include: -

1. Have a diploma or Bachelor's degree in Environmental Health Sciences or in Public Health
2. Must be registered by the Public Health Officers and Technicians Council (PHOTC)
3. Holder of a valid practising License from the Public Health Officers and Technicians Council (PHOTC)
4. At least 2 years working experience in Public Health
5. Knowledge of Infection, Prevention and Control in work places
6. Experience working with Ministry of Health systems on COVID 19 is an added advantage
7. Good report writing and analytical skills
8. Good communication and interpersonal skills
9. Ability to work under pressure with minimal supervision

Terms of service:

12-month contract

Reporting arrangements

The Public Health Officers will report to the Director, Public Health through the Head, Department of Public Health at the Ministry of Health Headquarters.

V. PUBLIC HEALTH TECHNICIAN [5] POSTS, ADVERT NO. 06/2021

Basic Salary Scale: Kshs. 25,470- Kshs. 33,950 p.m.

(CSG 12)

For appointment to this grade, an officer must have:-

1. Be deployed at Points of Entry to enforce Kenyan laws and international travel requirements under supervision of a Port Health Officer.
2. Carry out primary screening at Points of Entry, referral of suspect cases to a clinician for secondary screening which will lead to referral to hospital for further screening or release
3. Participate in writing of COVID-19 attestation letters for truckers whose results indicate negativity
4. Issuance and validation of travel documents including COVID-19 attestation letters
5. Supervise disinfection of all trucks whose crew are found to be COVID-19 positive
6. Facilitate medical evacuations to quarantine and isolation facilities.
7. Implement instructions from Port Health Officer on domestic and international disease dynamics.
8. Undertake disinfection, disinsection and deratting (vector and vermin control)
9. Liaise with County rapid response teams to pick confirmed cases at points of entry and conduct in contact tracing within the point of entry
10. Facilitation of medical examination of food handlers.
11. Food quality assurance through sampling.
12. Carryout community health education including to other actors within point of entry
13. Participate in prosecution of offenders of the law.
14. Participate in cargo clearance.
15. Conduct Sanitary audits of port environment, conveyances and buildings and licensing of food establishments.
16. Ensure safe packaging and transportation of human remains.
17. Ensure availability of commodities for waste storage, transportation and disposal including infectious waste.
18. Perform any other duties as directed by the supervisor

Duties and Responsibilities include: -

1. Have a diploma in Environmental Health Sciences or in Public Health
2. Must be registered by the Public Health Officers and Technicians Council (PHOTC)
3. Holder of a valid practising License from the Public Health Officers and Technicians Council (PHOTC)
4. At least 2 years working experience in Public Health
5. Knowledge of Infection, Prevention and Control in work places
6. Experience working with Ministry of Health systems on COVID 19 is an added advantage
7. Good report writing and analytical skills
8. Good communication and interpersonal skills
9. Ability to work under pressure with minimal supervision

Terms of service:

12-month contract

Reporting arrangements

The Public Health Officers will report to the Director, Public Health through the Head, Department of Public Health at the Ministry of Health Headquarters.

VI. EPIDEMIOLOGIST - [8] POSTS, ADVERT NO.01/2021

Basic Salary Scale: Kshs. 49,000 - Kshs. 87,360 p.m. (CSG 8)

For appointment to this grade, an officer must have:

1. Coordinate with the counties under their jurisdiction for accurate and timely reporting of disease surveillance data to National Public Health Emergency Operation Centre
2. Coordinate the routine daily collection, analysis and interpretation of regional level epidemiological data in collaboration with county epidemiologists and county disease surveillance teams and draw conclusions to inform decision making.

3. Work closely with County Diseases Surveillance Coordinator to monitor trends of priority diseases. Provide technical assistance in undertaking initial assessments/ investigations for public health events
4. Provide mentorship and Technical Assistance to the County Disease Surveillance teams in the respective counties under their jurisdiction on matters of data management
5. Cascade trainings from national to regional level for epidemiologists, disease surveillance teams and data managers
6. Assist to disseminate and orientate surveillance teams on relevant national guidelines and SOPs
7. Timely production and dissemination of information products including SITREPs, bulletins, briefs etc.
8. Coordinate the development of monthly and quarterly reports within assigned regions on potential threats for purposes of mitigation.
9. Provide support to the Counties to improve and strengthen rapid response and contact tracing for the COVID 19 pandemic response in Kenya.
10. Develop an inventory of county epidemiologists and disease surveillance teams within the assigned region including documentation of capacity to elicit gaps and competency needs.
11. In collaboration with county leadership and county disease surveillance and response teams, provide recommendations for development of response plans for potential health crises.
12. Document and disseminate to both county and national level significant findings and lessons learnt.
13. Make presentations to regional and national public health policy and decision makers based on regional epidemiological data.

14. Support the creation, monitoring and evaluation of regional priority public health programs including health literacy programs.
15. Coordinate the design, planning and implementation of regional studies to facilitate discovery and additional information.
16. Perform all other duties and tasks as assigned by supervisor

Duties and Responsibilities include:

- a. Bachelor's degree in Medicine and Surgery (MBChB), and a Master's degree in Epidemiology from a recognized university.
- b. Minimum 5 years' past experience working in epidemiology either with the government or non-governmental organization
- c. Be in possession of valid retention certificate from the Kenya medical practitioners and Dentists Council
- d. Excellent written and verbal communication skills, including the ability to prepare and deliver compelling reports and presentations
- e. Strong analytical, problem solving, and quantitative skills
- f. High level of proficiency in Microsoft Excel, PowerPoint and Word
- g. Proficiency in Statistical packages: R or Epi Info or Stata or SPSS or SAS
- h. Ability to handle multiple and evolving work-streams simultaneously and work independently

Reporting arrangements

The epidemiologists will be responsible to the Head, Directorate of Public Health/Incident Manager through the Head, Department of Disease Surveillance and Epidemic Response, at the Ministry of Health Headquarters.

Terms of service:

12-month contract

Dated 14th MAY 2021