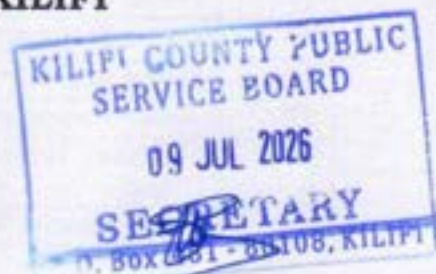


THE COUNTY GOVERNMENT OF KILIFI



9/07/2026

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

Pursuant to the provisions of Article 235 of Constitution of Kenya, 2010 and Section 59, 65 and 70(1) of the County Governments Act Cap. 265 of the Laws of Kenya, Kilifi County Public Service Board invites applications from competent and qualified officers currently serving in Kilifi County Public Service on permanent and pensionable terms of service to fill the following vacancies.

DEPARTMENT OF HEALTH & SANITATION SERVICES

S/NO.	POSITION	CPSB	NO. OF POSITIONS
1	Registered Clinical Officer I	9	27
2	Senior Registered Clinical Officer	8	4
3	Assistant Public Health Officer I	9	3
4	Senior Assistant Public Health Officer	8	1
5	Chief Public Health Officer	7	1
6	Principal Public Health Officer	6	1
7	Public Health Assistant I	10	1
8	Assistant Community Health I	9	1
9	Assistant Physiotherapist I	9	2
10	Chief Nursing Officer	7	7
11	Chief Nutrition and Dietetics Technologist	7	1
12	Enrolled Nurse I	10	5
13	Health Record and Information Management Assistant I	9	1
14	Medical Laboratory Technologist I	9	2
15	Nutrition and Dietetics Technologist I	9	2
16	Principal Nutrition and Dietetics Officer	6	2
17	Registered Nurse I	9	77
18	Senior Assistant Health Record and Information Officer	8	1
19	Senior Assistant Community Health Officer	8	2
20	Senior Clerical Officer	11	3
21	Senior Community Health Assistant	9	5
22	Senior Enrolled Nurse I	8	3
23	Senior Enrolled Nurse II	9	1

24	Senior Medical Laboratory Technologist	8	3
25	Senior Pharmaceutical Technologist	8	1
26	Senior Registered Nurse	8	21
27	Senior Radiographer	8	4
28	Assistant Health Records and Information Management Officer	9	1
29	Medical Social Worker I	9	1

1. REGISTERED CLINICAL OFFICER I (CPSB 09) - 27 POSTS - CG/KLF/CPSB/ADVERTS/4/1

Duties and Responsibilities

- Taking History;
- Examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Guiding and counselling patients, clients and staff on health issues;
- Referring patients and clients to appropriate health facilities;
- Assessing preparing and presenting medico-legal reports;
- Organizing health management teams and convening health management committee meetings;
- Implementing community health care activities in liaison with other health workers;
- Sensitizing patients and clients on preventive and promotive health;
- Providing clinical outreach and school health services;
- Carrying out minor surgical procedures as per training and skills;
- Collecting data and compiling clinical data; and
- Any other duty assigned.

Requirements for appointment

- Cumulative service period of six (6) years;
- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Certificate of Registration from Clinical Officers' Council;
- Valid Practicing License from the Clinical Officers' Council;
- Certificate in Computer Application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

2. SENIOR REGISTERED CLINICAL OFFICER (CPSB '08') - 4 POSTS - CG/KLF/CPSB/ADVERTS/4/2

Duties and Responsibilities

- Implementing community health care activities in liaison with other health workers;
- Taking History Examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Sensitizing patients and clients on preventive and promotive health;
- Providing clinical outreach and school health services;
- Coaching and mentoring students on attachment;
- Carrying out surgical procedures as per training and skills;
- Guiding and counselling patients, clients and staff on health issues;
- Assessing preparing and presenting medico-legal reports;
- Organizing health management teams and convening health management committee meetings
- Conducting ward rounds;
- Reviewing and making appropriate referrals;



- Offering specialized clinical services including Ear, Nose and throat/audiology, orthopedics and trauma, child health and paediatrics, reproductive health, ophthalmology, anesthesia, Lung and skin, dermatology and venereology;
- Collecting and compiling clinical data; and
- Any other duty assigned.

Requirements for appointment:

- Cumulative service period of nine (9) years;
- Have Diploma in Clinical Medicine and surgery or Clinical Medicine and Community Health from a recognized institution;
- Have certificate of Registration from Clinical council;
- Certificate in Computer Application skills from a recognized institution;
- Valid Practicing License from the Clinical Officers' Council; and
- Shown merit and ability as reflected in work performance and results.

3. ASSISTANT PUBLIC HEALTH OFFICER I (CPSB '09') - 3 POSTS - CG/KLF/CPSB/ADVERTS/4/3

Duties and Responsibilities

- Mobilizing Sensitizing and advising communities on matters related to environmental health;
- Referring health cases to relevant Health Facilities;
- Carry out Immunization, defaulter tracing and reporting of tuberculosis and other immunizable diseases;
- Identifying environmental health issues at the community level;
- Organizing Community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of services rendered;
- Assessing Health needs of the community;
- Implementing vector, venom and rodent control measures and implementing integrated mosquito control strategies;
- Sitting of homesteads, pitlatrines, grain store, trading centres emergency camps;
- Implementing sanitation and hygiene standards in the community;
- Undertaking inspection for preventive maintenance at the health facility;
- Hospital sanitation and health care waste management;
- Issuing of intimation and statutory notices;
- Inspecting so ensure that they are properly maintained springs and wells that they are properly maintained and ensure safe sources of drinking water; and
- Any other duty assigned.

Requirements for appointment:

- Cumulative service period of six (6) years;
- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- Practicing License from Public Health Officer and Technicians Council (PHOTC);
- Certificate in Computer Application Skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

KILIFI COUNTY
 SERVICE BOARD
 09 JUN 2025
 SECRETARY
 P.O. Box 481 80100, KILIFI
 9/07/2026

4. SENIOR ASSISTANT PUBLIC HEALTH OFFICER (CPSB '08') - 1 POST - CG/KLF/CPSB/ADVERTS/4/4

Duties and Responsibilities

- Identifying environmental health issues at community level;
- Maintaining up to date records of services rendered;
- Implementing vector, vermin and, rodent control measures;
- Implementing integrated mosquito control strategies;
- Issuing of and statutory notices;
- Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
- Undertaking inspection for preventive maintenance of health care facilities;
- Overseeing construction of sanitary facilities in schools, trading centres and commercial premises; Collecting water and food samples for bacteriological and chemical analysis;
- Carrying out immunizations;
- Initiating and implementing Community Based Health Care Programmes;
- Implementing integrated mosquito control and other public health strategies;
- Following up on proper collection and disposal of solid waste; and
- Any other duty assigned.

Requirements for Appointment:

- Cumulative service period of nine (9) years;
- Diploma in either environmental health science or public health from a recognized institution and
- Certificate in computer application skills from a recognized institution
- Practicing License from Public Health Officer and Technicians Council (PHOTC)
- Shown merit and ability as reflected in work performance and results.

5. CHIEF PUBLIC HEALTH OFFICER - (CPSB '07') - 1 POST - CG/KLF/CPSB/ADVERTS/3/5

Duties and Responsibilities

- Implementing promotive and preventive health programmes;
- Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- Monitoring the management of solid/liquid and other hazardous waste;
- Ensuring safety and quality of food and water for both domestic and industrial use;
- Carry out surveillance on environmental health pollutants;
- Promoting hygiene education including school health programmes;
- Implementing international health regulations and rules at ports, airports frontiers and border posts;
- Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- Liaising with other stakeholders in carrying out disaster preparedness and response;
- Compiling research reports on public health;
- Compiling and analyzing of public health data and reports;
- Promoting modern information and communication technology in the provision of public health services; and
- Any other duty assigned.

Requirements for Appointment: -

- Cumulative service period of six (6) years;

KILIFI COUNTY PUBLIC
SERVICE BOARD

19 JUL 2026

SECRETARY

9/07/2020

- Bachelor's degree in either Environmental Health Science or Public Health from a recognized institution;
- Valid practicing license from Public Health Officer and Technicians Council (PHOTC);
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

6. PRINCIPAL PUBLIC HEALTH OFFICER - (CPSB '06') - 1 POST - CG/KLF/CPSB/ADVERTS/3/6

Duties and Responsibilities

- Implementing promotive and preventive health programmes;
- Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- Monitoring the management of solid/liquid and other hazardous waste;
- Promoting hygiene education including school health programmes;
- Implementing international health regulations and rules at ports, airports frontiers and border posts;
- Educating the public on health and safety at work place;
- Coordinating community-based health care programmes;
- Carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
- Liaising with other stakeholders in carrying out disaster preparedness and response;
- Compiling research reports on public health;
- Compiling and analyzing of public health data and reports;
- Promoting modern information and communication technology in the provision of public health services; and
- Any other duty assigned.

KILIFI COUNTY PUBLIC
SERVICE BOARD
09 JAN 2026
SECRETARY
Box 451 - 80108, KILIFI
9/07/2026

Requirements for Appointment: -

- Cumulative service period of nine (9) years;
- Bachelor's degree in either Environmental Health Science or Public Health from a recognized institution;
- Must have a valid Practicing License from Public Health Officer and Technicians Council (PHOTC);
- Certificate in computer application skills from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

7. PUBLIC HEALTH ASSISTANT I - (CPSB '10') - 1 POST - CG/KLF/CPSB/ADVERTS/3/7

Duties and responsibilities

- Mobilizing sensitizing and advising communities on matters related to environmental health;
- Referring health cases to relevant health facilities;
- Carrying out immunization;
- Identifying environmental health issues at household level;
- Organizing community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of service rendered;
- Assessing Health needs of the community and sensitizing communities on food and water safety measures; and

- Any other duty assigned.

Requirements for Appointment: -

- Cumulative service period of nine (9) years;
- Certificate in environmental Health Science or Public Health Technology from a recognized institution;
- Must have a valid Practicing License from Public Health Officer and Technicians Council (PHOTC);
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.

8. ASSISTANT COMMUNITY HEALTH I - (CPSB '09') - 1 POST - CG/KLF/CPSB/ADVERTS/3/8

Duties and responsibilities: -

- Coordinating community health activities;
- Collating health data from households for analysis;
- Sensitizing community members on health issues;
- Recommending appropriate action for identified defaulters of health interventions;
- Planning and coordinating community health meetings in liaison with other stakeholders in the health sector;
- Identifying and taking action for common alignments and minor injuries;
- Collecting data during community diagnosis;
- Conducting community psychosocial counselling and training community health workers; and community health communities on community health issues;

Requirements for Appointment: -

- Cumulative service period of six (6) years;
- Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognize institution;
- Certificate in Computer Application Skills from a recognized institution
- Show merit and ability as reflected in work performance and results.

9. ASSISTANT PHYSIOTHERAPIST I (CPSB '09') - 2 POSTS - CG/KLF/CPSB/ADVERTS/3/9

Duties and Responsibilities

- Screening, assessing and providing therapeutic exercise, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an outpatient nit/ward/health institution;
- Carrying out physical disability assessments for categorization, registration and other support;
- Verifying and maintaining information and records relating to patients;
- Ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- Carrying out home visits and following up on patient's progress;
- Sensitizing the community on physiotherapy issues;
- Maintaining patients/clients progress report;
- Collecting data for operational research and preparing periodic reports; and
- Any other duty assigned.



Requirements for Appointment

- Cumulative service period of six (6) years;
- Diploma in Physiotherapy from a recognized institution;
- Certificate in Computer Application skills from a recognized institution;
- Certificate of registration from the physiotherapy council of Kenya (PCK);
- Current certificate of practice from the physiotherapy council of Kenya (PCK); and
- Show merit and ability as reflected in work performance result.

10. CHIEF NURSING OFFICER – (CPSB '07') – 7 POSTS - CG/KLF/CPSB/ADVERTS/3/10

Duties and Responsibilities

- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- Performing a comprehensive physical examination within various settings;
- Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- Ensuring a safe nursing care environment for client/patient;
- Conducting patient audits to improve client/patient care
- Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families
- Conducting a community health risk assessment and providing outcome-based interventions.
- Conducting nursing teachings and assessment of nursing staff and students.
- Referring patients and clients appropriately
- Facilitating patients' admission and initiating discharge plans
- Maintaining nursing records on patients/clients personal and health condition/care
- Conducting assessments of school health needs, and implementing
- Conducting community diagnosis and providing feedback
- Conducting desk reviews
- Collecting and collating data
- Implementing recommendation of findings for improvement of nursing care
- Conducting ward rounds and reviewing patients' condition
- Coaching and mentoring nursing staff; and
- Any other duty assigned.

KILIFI COUNTY PUBLIC
SERVICE BOARD

09 JUL 2026

SECRETARY
Box 461 - 80104 KILIFI

9/07/2026

Requirements for Appointment

- Cumulative service period of six (6) years;
- Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- Registration Certificate by the Nursing Council of Kenya;
- Valid Practicing License from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Show merit and ability as reflected in work performance and result.

11. CHIEF NUTRITION AND DIETETICS TECHNOLOGIST (CPSB '07') – 1 POST CG/KLF/CPSB/ADVERTS/3/11

Duties and Responsibilities

- Providing nutrition services in health care facilities;
- Providing therapeutic nutrition support in disease management in hospitals wards and kitchens;
- Managing inpatients feeding programs;
- Initiating nutrition projects;

- Providing nutrition services in Tuberculosis, diabetic and renal clinics;
- Providing specialized nutrition support for inpatient;
- Conducting nutrition data audits in the facility;
- Carrying out nutrition research and preparing reports for the station or facility;
- Planning and formulating therapeutic diets for outpatients and inpatients;
- Providing specifications for the procurements of nutrition equipment's;
- Facilitating nutrition health and inter-sectoral teams;
- Assessing, implementing and reviewing nutrition health programmers in health care facilities; and
- Any other duty assigned.

Requirements for Appointment

- Cumulative service period of six (6) years;
- Diploma in community nutrition clinical nutrition or nutrition and dietetics from a recognized institution;
- Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);
- Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- Certificate in supervisory skills course lasting not less than two (2) weeks from a recognize institution;
- Certificate in Computer Application Skills from a recognized institution;
- Shown merit and ability as reflected in work performance and result.

12. ENROLLED NURSE I (CPSB '10') - 5 POSTS CG/KLF/CPSB/ADVERTS/3/12

Duties and Responsibilities

- Assessing patients and clients and establishing health care needs;
- Planning and implementing nursing care interventions based on patients'/clients' health needs;
- Providing appropriate health care service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery;
- Providing health education and counselling on identified health and socio-economic needs to patients'/clients;
- Referring patients and clients appropriately;
- Facilitating patients' admission and discharge in a health facility;
- Ensuring a tidy and safe clinical environment;
- Ensuring safe custody of in-patient's belongings;
- Maintaining records on patients/clients and preparing individualized reports;
- Conducting assessment of school health needs;
- Planning, implementing interventions and preparing periodic reports;
- Guiding and orienting students; and
- Any other duty assigned.

Requirements and Appointment

- Cumulative service period of six (6) years;
- Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife;
- Enrolled Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution;



- Shown merit and ability as reflected in work performance and results.

13. HEALTH RECORD AND INFORMATION MANAGEMENT ASSISTANT 1 (CPSB '09') 1 POST CG/KLF/CPSB/ADVERTS/3/13

Duties and Responsibilities

- Registering and booking appointments for patients for general and special clinics;
- Editing patient health records;
- Pigeonholing patient health records;
- Storing and retrieving health records and documents;
- Coding of disease and procedures as per international classification;
- Creating and updating bed bureau;
- Complaining patients' data from service delivery points;
- Maintaining safety and confidentiality of health records and information;
- Updating information pertaining to daily bed returns;
- Maintaining patients' master patient index;
- Facilitating for processing of patients' medical reports;
- Verifying patient's health insurance details;
- Seeking approval from health insurance agencies for patients before treatment;
- Preparing and issuing birth and death notifications;
- Preparing and submitting birth and death notification forms to the registrar of birth and death;
- Entering health data into Kenya Health Information System (KHIS) and other health databases;
- Preparing health records and information management progress reports; and
- Any other duty assigned.

KILIFI COUNTY PUBLIC
SERVICE BOARD
03 JUL 2026
SECRETARY
Box 431, 80108, KILIFI
9/07/2026

Requirements and Appointment

- Cumulative service period of six (6) years;
- Diploma in Health Records and Information Technology or its equivalent qualifications from a recognized institution
- Certifications of Registration from the association of Medical Records Officers Kenya (AMRO-K)
- Valid practicing license from Health Records and Information Management Board (HRIMB)
- Proficiency in computer application
- Show merit and ability as reflected in work performance and results

14. MEDICAL LABORATORY TECHNOLOGIST I (CPSB '09') - 2 POSTS - CG/KLF/CPSB/ADVERTS/4/14

Duties and Responsibilities:

- Recruiting, preparing and bleeding of blood donors for transfusion services;
- Performing blood grouping; Storing blood products according to their requirements;
- Screening for blood transfusion infections;
- Issuing blood and blood products to peripheral health facilities;
- Preparing blood products;
- Collecting and analysing laboratory findings and resultant data;
- Processing the specimen according to Specific Standard Operating Procedures (SOP);
- Supervising the disinfection, washing and sterilization of apparatus;
- Mentoring and coaching trainees on practical attachment;

- Receiving and scrutinizing laboratory requisition forms and specimens;
- Preparing clients for collection of specimens for correctness;
- Receiving, collecting, labelling and registering specimens;
- Disaggregating specimens for processing and analyses;
- Preparing reagents; Examining specimens for quality;
- Writing and recording of laboratory findings and results;
- Dispatching laboratory results for use in clinical management;
- Preparing stains and reagents; and
- Any other duty assigned.



Requirements for Appointment:

- Cumulative service period of six (6) years;
- Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technologists Board;
- Registration Certificate by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
- Valid practicing license from Kenya Medical Laboratory Technician and Technologist Board;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.

15. NUTRITION AND DIETETICS TECHNOLOGIST I (CPSB '09') - 2 POSTS - CG/KLF/CPSB/ADVERTS/4/15

Duties and Responsibilities

- Providing nutrition services in health care facilities;
- Conducting nutrition assessments;
- Undertaking ward rounds and supervising administration of inpatient feeding;
- Collating and analyzing nutrition data;
- Counseling patients with specific nutritional needs;
- Implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes;
- Promoting maternal, infant and young children feeding programmes;
- Conducting nutrition health education and demonstrations;
- Disseminating nutrition and dietetic information;
- Education and communication material;
- Facilitating district health and nutrition steering groups;
- Supervising and implementing baby friendly hospital initiatives;
- Assessing and reviewing nutrition management of patients in health care facilities;
- Preparing monthly nutrition reports in health care facilities; and
- Any other duty assigned.

Requirement for Appointment

- Cumulative service period of six (6) years;
- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution;
- Registration by the Council of the Institute of Nutritionist and Dietetics (CIND);
- Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- Shown merit and ability as reflected in work performance and results.

16. PRINCIPAL NUTRITION AND DIETETICS OFFICER (CPSB '06') - 2 POSTS
CG/KLF/CPSB/ADVERTS/4/16

Duties and Responsibilities:

- Initiating and reviewing nutrition programmes;
- Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases;
- Developing nutrition information, education, promotions and communication materials;
- Providing nutrition consultancy support;
- Developing specialized diets for special needs;
- Providing nutrition services in specialized clinics;
- Supporting inpatient and outpatient management;
- Planning and preparing hospital menus;
- Facilitating training in various training institution;
- Conducting, monitoring and evaluating infant and young child feeding programmes;
- Conducting research on nutrition and dietetics and preparing report;
- Developing nutrition guidelines;
- Conduct data audits in the community and hospitals;
- Guiding on procurement and distribution of nutrition equipment and commodities; and
- Any other duty assigned.



Requirements for Appointment:

- Cumulative service period of nine (9) years;
- Bachelor's Degree in any of the following disciplines; Food, Nutrition and Dietetics, Dietetics/Clinical nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);
- Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- Certificate in Computer Application Skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

17. REGISTERED NURSE I (CPSB '09') - 77 POSTS - CG/KLF/CPSB/ADVERTS/4/17

Duties and Responsibilities

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Diagnosis common health condition;
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients/clients and preparing individualized reports;
- Conducting assessment of schools' health needs;
- Planning, implementing interventions and preparing periodic reports;

- Identifying occupational health needs and making appropriate recommendations; and
- Any other duty assigned.

Requirements for Appointment

- Cumulative service period of six (6) years;
- Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya registered nursing/midwifery or Kenya Registered Nursing /Mental Health and Psychiatry from a Recognized institution;
- Registration Certificate issued by the Nursing Council of Kenya
- Valid Practicing License from the Nursing Council of Kenya
- Certificate in computer application skills from a recognized institution; and
- Show merit and ability as reflected in work performance and result.

18. SENIOR ASSISTANT HEALTH RECORD AND INFORMATION OFFICER (CPSB '08') 1 POST CG/KLF/CPSB/ADVERTS/4/18

Duties and Responsibility

- Registering and booking appointments for patients for general and special clinic;
- Editing patient health records;
- Pigeonholing patient health record;
- Storing and retrieving health records and document;
- Coding of disease and procedures as per international classifications;
- Creating and updating bed bureau;
- Compiling patients' data from service delivery points;
- Maintaining safety and confidentiality of health records and information;
- Updating information pertaining to daily bed returns;
- Creating and maintaining patients' master patient index;
- Facilitating processing of patients' medical reports;
- Verifying patient's health insurance details;
- Seeking approval from health insurance agencies for patients before treatment; prepare and issuing birth and death notification;
- Preparing and submitting birth and death notification forms to the registrar of births and deaths;
- Entering health data into Kenya Health Information System (KHIS) and other health databases;
- Conducting data quality audits and reviews;
- Maintaining safety and confidentiality of health records and information;
- Preparing health records and information management progress reports;
- Disseminating health information to stakeholders;
- Guiding and counselling staff; and
- Any other duty assigned.



Requirements for Appointment: -

- Cumulative service period of nine (9) years;
- Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- Certificate of Registration from the Association of Medical Records Officers Kenya (AMRO-K)
- Valid practicing license from Health Records and Information Management Board (HRIMB).
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

**19. SENIOR ASSISTANT COMMUNITY HEALTH OFFICER (CPSB '08') - 2 POSTS
CG/KLF/CPSB/ADVERTS/4/19**

Duties and Responsibilities

- Sensitizing communities on available health services and emerging issues;
- Analyzing and interpreting health data from community units;
- Issuing and maintaining inventory of Community Health Workers' kits;
- Recommending appropriate action for identified defaulters of health interventions and providing support;
- Maintaining health intervention defaulter register for follow-up;
- Monitoring and documenting completion of health referral cases;
- Compiling community health records;
- Monitoring and evaluating community health activities; and
- Any other duty assigned.



Requirements for Appointment

- Cumulative service period of nine (9) years;
- Diploma in any of the following discipline: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

20. SENIOR CLERICAL OFFICER (CPSB '11') 3 POSTS CG/KLF/CPSB/ADVERTS/4/20

Duties and Responsibilities

- Compiling statistical records;
- Carrying out transactions related to accounts or personnel information;
- Filing receipts
- Receiving, sorting out filing and dispatching correspondence
- Recording, following and filing applications for registration and licensing documents
- Preparing initial documents for issuance of stores
- Preparing Pay Change Advices (PCAs)
- Checking general office cleaning and security of building and equipment
- Verifying pension claims
- Processing documents for issuance of licenses
- Maintaining and updating files
- Controlling movements of records and files
- Managing registers; and
- Any other duty assigned.

Requirements for Appointment

- Cumulative service period of nine (9) years;
- Kenya Certificate of Secondary Education (KCSE) Mean grade C- (Minus) or its approved equivalent;
- Passed the Proficiency Examination for Clerical Officers;
- Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management and lasting not less than six (6) months from a recognized institution;

- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability in work performance and results.

**21. SENIOR COMMUNITY HEALTH ASSISTANT (CPSB '09') 5 POSTS
CG/KLF/CPSB/ADVERTS/4/21**

Duties and responsibilities

- Coordinating community health activities
- Collating health data from households for analysis
- Transmitting data to the Health Management Information System
- Sensitizing community members on health issues
- Recommending appropriate action for identified defaulters of health interventions
- Planning and coordinating community health meetings in collaboration with other stakeholders in the health sector
- Identifying and taking appropriate action for common ailments and minor injuries
- Collecting data during community diagnosis
- Managing community health resource centres
- Training Community Health Committees on community health issues.

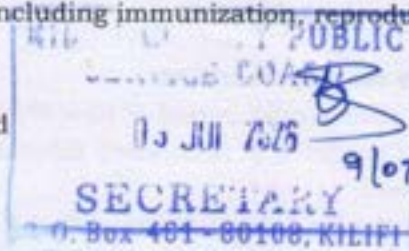
Requirements for Appointment

- Cumulative service period of nine (9) years;
- Certificate in any of the following disciplines; Community Health, Psychology, Counselling, Social Work or Community Development from a recognized institution.
- Certificate in computer application skills from a recognized institution
- Shown merit and ability as reflected in work performance and results

22. SENIOR ENROLLED NURSE I - (CPSB '08') - 3 POSTS - CG/KLF/CPSB/ADVERTS/4/22

Duties and Responsibilities

- Assessing patients and clients and establish health care needs;
- Planning and implementing nursing care invention based on patients'/clients;
- Referring patients and clients appropriately;
- Facilitating patients' admission and discharge in a health facility;
- Ensuring a tidy and safe clinical environment;
- Ensuring safe custody of in-patients' belongings;
- Maintaining records on patients /clients personal and health condition/care;
- Conducting assessment of school health needs;
- Planning implementing interventions and preparing periodic reports;
- Conducting occupational health needs' assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- Providing appropriate healthcare services including immunization, reproductive health;
- Guiding and orienting staff;
- Students and health personnel;
- Carrying out health outreach activities; and
- Any other duty assigned.



Requirements of Appointment

- Cumulative service period of twelve (12) years;
- Certificate in any of the following discipline: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

- Registration Certificate by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in performance and results.

23. SENIOR ENROLLED NURSE II (CPSB '09') – 1 POST - CG/KLF/CPSB/ADVERTS/4/23

Duties and Responsibilities

- Assessing patients and clients and established health care needs;
- Planning and implementing nursing care interventions based on patients'/clients' health needs;
- Providing health education and counselling and counselling on identified health and socio-economic needs to patients'/clients;
- Referring patients and clients appropriately;
- Facilitating patients' admission and discharge in a health facility;
- Making appropriate discharge plan for patients;
- Ensuring a tidy and safe clinical environment;
- Ensuring safe custody of in-patient's belongings;
- Maintain records on patients/clients personal and health condition/care;
- Conducting assessment of school health needs;
- Planning, implementing intervention and preparing periodic reports;
- Conducting occupational health needs assessment;
- Providing appropriate healthcare services including immunization, reproductive health;
- Guiding and orienting staff and students;
- Carrying out health outreach activities; and
- Any other duty assigned.

Requirements for appointment

- Cumulative service period of nine (9) years;
- Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- Enrollment Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

24. SENIOR MEDICAL LABORATORY TECHNOLOGIST (CPSB '08') – 3 POSTS - CG/KLF/CPSB/ADVERTS/4/24

Duties and Responsibilities:

- Receiving and scrutinizing laboratory requisition forms and specimen;
- Preparing clients for collection of specimens;
- Receiving, collecting, labelling and registering specimen;
- Disaggregating specimen for processing and analysis;
- Preparing reagents;
- Supervising the disinfection, washing and sterilizing of apparatus;
- Maintaining equipment and reagents for vector insecticides application, monitoring and evaluation;
- Preparing media for culture and sensitivity testing;
- Examining specimen for quality;



- Writing and recording of laboratory findings and results;
- Dispatching laboratory results for use in clinical management;
- Preparing stains;
- Preparing blood products;
- Collecting and analyzing data;
- Processing the specimen according to the Specific Standard Operating Procedures (SOP);
- Mentoring and coaching trainees on practical attachment;
- Preparing periodical reports; and
- Any other duty assigned.

Requirements for Appointment

- Cumulative service period of nine (9) years;
- Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board;
- Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

25. SENIOR PHARMACEUTICAL TECHNOLOGIST (CPSB '08') - 1 POST - CG/KLF/CPSB/ADVERTS/4/25

Duties and Responsibilities

- Receiving, interpreting, and processing of prescriptions;
- Assessing and supervising interns and students on attachment;
- Evaluating training programmes and preparing reports;
- Providing health education to patients on drug use;
- Sampling and reporting findings for submitted specimens for quality control purposes;
- Receiving complaints and reporting adverse drug reaction;
- Receiving and reporting poor quality medicine;
- Guiding and counselling staff working under the officer; and
- Any other duty assigned.

Requirement for Appointment:

- Cumulative service period of nine (9) years;
- Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- Registration Certificate as a Pharmaceutical Technologist by the Pharmacy and Poisons Board (PPB);
- Valid practicing license from Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.



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27. SENIOR REGISTERED NURSE - (CPSB '08') - 21 POSTS - CG/KLF/CPSB/ADVERTS/4/27

Duties and responsibility

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare service including Integrated Management of Childhood Illness (IMCI), Integrated Management of Adolescent and adulthood illnesses (IMAI), immunization and reproductive health;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plan;
- Maintaining records on patients/clients health condition and care;
- Ensuring tidy and safe environment;
- Conducting home visit;
- Conducting nursing teaching and assessment of nursing staff and students;
- Evaluating healthcare outcomes on patients/clients and preparing individualized report;
- Conducting assessment of school health needs;
- Planning, implementing interventions and preparing periodic reports;
- Conducting occupational health needs assessment and making appropriate recommendations;
- Managing a health service delivery unit;
- Ensuring effective utilization and safety of assigned medical supplies and equipment;
- Implementing recommendations of research findings for improvement of nursing care; and
- Any other duty assigned.



Requirements for Appointment:

- Cumulative service period of eight (8) years;
- Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nurse/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- Registration Certificate by the Nursing Council of Kenya;
- Valid Practicing License from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

28. SENIOR RADIOGRAPHER (CPSB '08') - 4 POSTS - CG/KLF/CPSB/ADVERTS/4/28

Duties and Responsibilities

- Ensure the care, basic maintenance and safety of medical imaging equipment in the hospital;
- Establish and maintain Quality Assurance programs in the department;
- Co-ordinate procurement and safe storage of departmental supplies for the Sub-District Hospital;
- Prepare reports relating to activities within the department;
- Supervise and guide staff working under him/her;
- Participate in the general health care activities in the hospital; and
- Any other duty assigned.

Requirements for Appointment

- Cumulative service period of nine (9) years;
- Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;
- Valid practicing license; and
- Shown merit and ability as reflected in work performance and results.

29. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I (CPSB '09') - 1 POST - CG/KLF/CPSB/ADVERTS/4/29

Duties and Responsibilities

- Registering and booking appointments for patients for general and special clinics;
- Editing patients' health records;
- Pigeonholing patient health records;
- Storing and retrieving health records and documents;
- Coding of disease and procedures as per international classification;
- Creating and updating bed bureau;
- Compiling patients' master patient index
- Maintaining safety and confidentiality of health records and information;
- Updating information pertaining to daily bed returns
- Maintaining patients master patient index
- Facilitating processing of patients' medical reports
- Verifying patient's health insurance details
- Seeking approval from health insurance agencies for patients before treatment
- Preparing and issuing birth and death notifications
- Preparing and admitting birth and death notification forms to the registrar of births and death
- Entering health data into Kenya Health Information System (KHIS) and other health databases
- Preparing health records and information management progress report; and
- Any other duty assigned.



Requirements for Appointment

- Cumulative service period of six (6) years;
- Diploma in Health Records and Information Technology or its equivalent qualification from a recognize institution;
- Certificate of Registration from the Association of Medical Records Officers Kenya (AMRO-K)
- Valid practices license from Health Records and Information Management Board (HRIMB);
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

30. MEDICAL SOCIAL WORKER I (CPSB '09') 1 POST CG/KLF/CPSB/ADVERTS/4/30

Duties and Responsibilities

- To coordinate social activities within the hospital covering a number of units
- Planning and directing social work programmes such as co unselling placement home based care rehabilitation
- Follow up of patients in general but particularly sensitive cases of pandemic diseases; and
- Any other duty assigned.

Requirements for appointment

- Cumulative service period of six (6) years;
- Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution; and
- Shown merit and ability in work performance and results.

Terms of Service: Permanent and Pensionable

Remuneration: Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

The form can be;

- Downloaded from the Kilifi County website www.kilifi.go.ke

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at **Kilifi Plaza, along Charo Wa Mae Road next to Equity Bank (Kilifi Branch).**

OR

- Address it to:-

**THE SECRETARY/CEO,
COUNTY PUBLIC SERVICE BOARD,
KILIFI COUNTY GOVERNMENT,
P.O BOX 491-80108,
KILIFI.**



All applications in **HARD COPY** stating the post applied for should be received not later than **5.00pm on Monday, 27th day of July, 2026.**

Note:

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a **criminal offence** to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.


Chief Executive Officer/Secretary
County Public Service Board

9/07/2026