GOVERNMENT OF
MAKUENI COUNTY

JOB DESCRIPTIONS FOR COUNTY DEPARTMENT OF HEALTH

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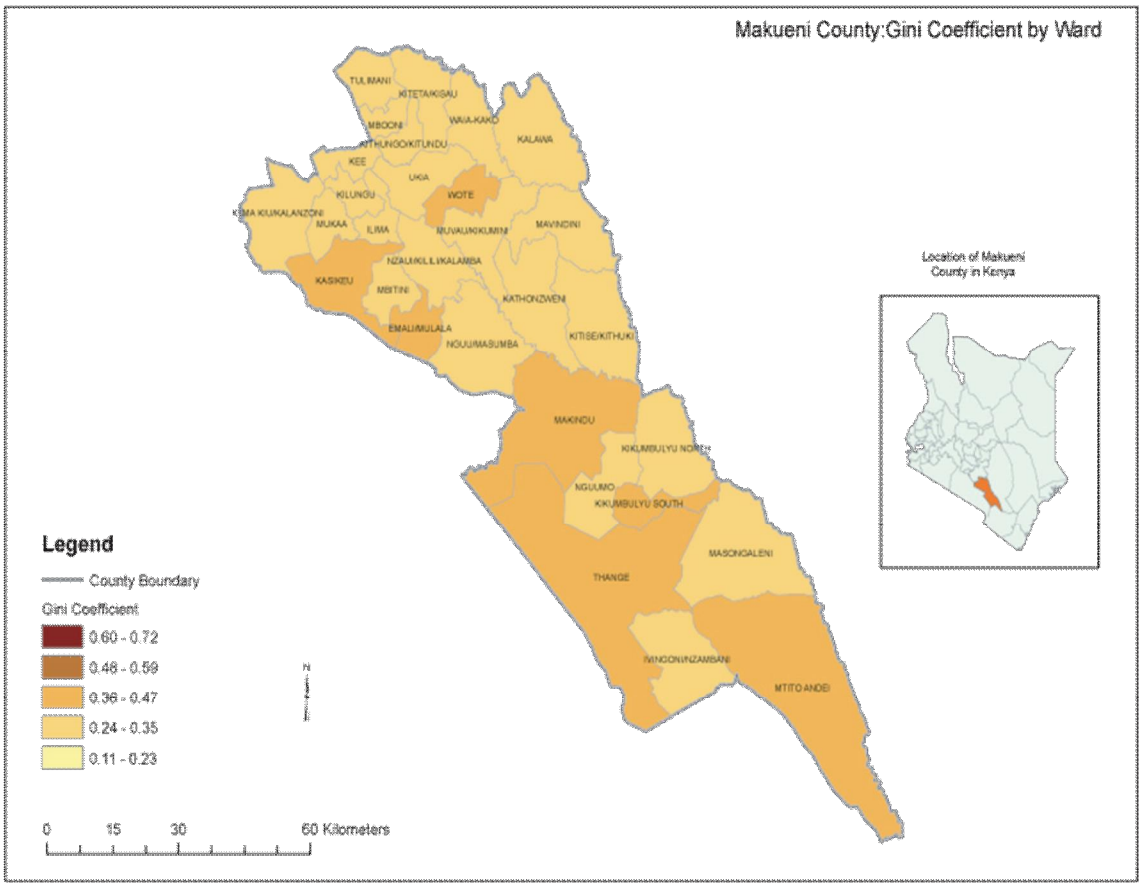
GOVERNMENT OF
MAKUENI COUNTY

Job Descriptions for County Department of Health



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Foreword

The Kenya Constitution 2010 provides the right to the highest attainable standard of health to every Kenyan and assigns a fundamental duty on the State to take legislative, policy and other measures, including setting standards to achieve progressive realization of the rights set out under Article 43 of the Constitution of Kenya 2010.

Devolution of health services in Kenya has been characterized by myriads of challenges especially in the management of the health workforce, specifically role conflict exacerbated by unclear organizational structure, inadequate and mal-distribution of health workforce, and sub optimal performance of the health workforce among others. To address these challenges the Department of Health Services, County Public Service Board and Office of the County Secretary County Government of Makueni came together and identified a team that drove the development process of the Job Descriptions for Makueni County Health Management Team and County Referral Hospital.

This document contains the Job Descriptions for all health care workers of the County Health Department. I wish to thank all the stakeholders involved in the development of these Job Descriptions, including the County Health Department, County Public Service Board, Office of the County Secretary – HR Department and IntraHealth led USAID funded Human Resources for Health (HRH) Capacity Bridge Project and its successor HRH Kenya Mechanism . The County Public Service Board, Government of Makueni wishes to issue these Job Descriptions to the Department of Health for their implementation towards better management of health workers.

I call upon all stakeholders, health care workers and partners to adopt and support the County Health Department and the Hospital in the utilization of the Job Descriptions contained in this Handbook in order to strengthen delivery of health care services.

Benjamin M. Muite
Chair, County Public Service Board
Government of Makueni County

Acknowledgement

Makueni County Health Department, the County Referral Hospital Board and Management wish to thank all those who contributed to the successful development, editing and printing of the Job Descriptions Handbook. This document outlines the duties, functions and responsibility specification to guide to health care workers at the County Health Department and the Hospitals in Makueni County

We are grateful to various teams that contributed to the development and finalization of the Job Descriptions Handbook, including the Makueni County Health Management Team, County Referral Hospital Management Team, Sub-County Health Management Team and the Human Resources Management Team at the Hospital and at the Human Resource Department Government of Makueni County.

Special thanks goes to the County Chief Executive Health Department and Public Service Board, Government of Makueni County for the advice and leadership in the development process. We thank United States Agency for International Development (USAID), through the Human Resource for Health, HRH Kenya Mechanism and predecessor Capacity Bridge Project (HRH CBP) for providing the essential technical and financial support in the development, review and printing of this Handbook.

I wish also on behalf of County Department of Health to sincerely thank all the stakeholders who, though not mentioned in person contributed towards the successful development and completion of this document.

Dr. Kibwana M.P.

Chief Officer of Health Services

Government of Makueni County

TABLE OF CONTENTS

COUNTY DIRECTOR OF HEALTH SERVICES	1
COUNTY PHARMACIST	4
COUNTY REPRODUCTIVE HEALTH COORDINATOR	7
COUNTY CLINICAL OFFICER COORDINATOR	9
COUNTY NURSING OFFICER	11
COUNTY MEDICAL ENGINEERING TECHNOLOGIST	13
COUNTY NUTRITION COORDINATOR	15
COUNTY PUBLIC HEALTH OFFICER	18
COUNTY HEALTH PROMOTION OFFICER	20
UNIT HEAD - COMMUNITY HEALTH STRATEGY	22
COUNTY SCHOOL HEALTH COORDINATOR	24
COUNTY LABORATORY COORDINATOR	26
UNIT HEAD - AMBULANCE SERVICE COORDINATOR	28
UNIT HEAD - HEALTH RECORDS & INFORMATION	30
COUNTY HUMAN RESOURCE OFFICER FOR HEALTH	33
COUNTY HEALTH ADMINISTRATIVE OFFICER	36
COUNTY HEALTH PROMOTION OFFICER	39
COUNTY DISEASE SURVEILLANCE COORDINATOR	41
SUB-COUNTY MEDICAL OFFICER OF HEALTH	44
SUB-COUNTY HEALTH ADMINISTRATIVE OFFICER	47
SUB-COUNTY PUBLIC HEALTH OFFICER	50
SUB-COUNTY HEALTH PROMOTION OFFICER	53
SUB-COUNTY PHARMACISTS	55
SUB-COUNTY CLINICAL OFFICER	58
SUB-COUNTY HEALTH RECORDS AND INFORMATION OFFICER	60
SUB-COUNTY PUBLIC HEALTH NURSE	63
SUB-COUNTY NUTRITION COORDINATOR	65
SUB-COUNTY COMMUNITY HEALTH STRATEGY COORDINATOR	68
SUB-COUNTY DISEASE SURVEILLANCE COORDINATOR	70
SUB-COUNTY SCHOOL HEALTH COORDINATOR	72
SUB-COUNTY REPRODUCTIVE HEALTH COORDINATOR	74
SUB-COUNTY MEDICAL ENGINEERING TECHNOLOGIST	77
SUB-COUNTY MEDICAL LABORATORY TECHNOLOGIST	79

LIST OF ACRONYMS

AHO	Health Administrative Officer
AIE	Authority to incur expenditure
AOPs	Annual Operating Plans
AWP	Annual Work Plan before the highlight.
CHCs	Community Health Committees
CHMT	County Health Management Team
CHAO	County Health Administrative Office
CHAs	Community Health Assistants
CHS	Community Health Strategy
CHMT	County Health Management Team
CHVs	Community Health Volunteers
CNC	County Nutrition Coordinator
CPSB	County Public Service Board
CRHC	Country Reproductive Health Coordinator
DHIS	District Health Information Systems
DMS	Director of Medical Services
EMTs	Emergency medical teams
EMMS	Electronic Medical Management System
HF	Health Facility
FIF	Facility Improvement Fund
HMIS	Health Management Information System
HMT	Health Management Team
MOH	Medical Officer of Health
HOP	Health Operational Plan
HRIS	Health Records Information Services
HR	Human Resource
HRH	Human Resources for Health
HRIO	Health Records Information Officer
HRO	Human Resource Officer
ICT	Information Communication Technology
IEC	Information, education and communication
IGAs	Income-generating activities
IHRM	Institute of Human Resource Management
KCSE	Kenya Certificate of Secondary Education
KEMSA	Kenya Medical Supplies Agency
MoUs	Memorandums of Understanding
M&E	Monitoring & Evaluation
OICs	Officers-in-charge
PC	Personal computer
SCMOH	Sub-County Medical Officer of Health
SCPHN	Sub-County Public Health Nurse
SCPHO	Sub-County Public Health Officer
SPHO	Senior Public Health Officer

1 COUNTY DIRECTOR OF HEALTH SERVICES

1.1 Job Information

Job Title		County Director of Health Services – Medical Services
Job Relationships	**Reports to**	Chief Officer of Health Services
	Supervises	Medical Superintendent, Sub-County MOHs (6), County Nursing Officer, County Nutrition Officer, County Clinical Officer, County Laboratory Coordinator, County Reproductive Health Coordinator, CASCO, County Theatre Services, County Ambulance Services Coordinator
	Works closely with	CEC, Chief Officer, Community, health partners, Ministry of Health, other departments at county level
	Contacts	As above

1.2 Job Purpose

- This job exists to ensure health policy translation, implementation, coordination, monitoring and evaluation.
- To direct development and implementation of short and long range objectives, policies, budget and operating plans for the county, which are aligned to national objectives.

1.3 Tools and Equipment

- General office supplies
- ICT equipment
- Office space
- Means of transport

1.4 Job Duties and Responsibilities

- The office holder chairs County Health Management Team (CHMT)
- Provides leadership in formulating and implementing health policies in the department
- Supervises medical superintendents, unit heads and Sub-County Medical Officers of Health (SCMOHs)
- Provides leadership and guidance for service delivery
- Manages administrative responsibilities (preparation and approval of work plans, departmental budgets, etc.)
- Chairs disciplinary committee in the health department
- Implements performance management system in the department
- Implements monitoring and evaluation of health services
- Ensures that health services and operations comply with the law or regulatory bodies
- Ensures compliance with financial regulations in the Department of Health
- Coordinates national health programmes
- Oversees health outreach activities

- Ensures implementation of affirmative, gender and disability mainstreaming in the Department of Health
- Provides leadership and implements corporate governance in the Department of Health
- Enhances sustainability of health operations through partnership and collaboration with development partners and health/learning institutions
- Establishes and maintains a good working environment for health providers and the community
- Ensures inventory management in the Department of Health
- Receives and makes reports about the medical services within the county

1.5 Key Performance Indicators

- Number of policies developed and disseminated in a financial year
- Number of staff trained in a financial year
- Number of health outreach programmes conducted in a financial year
- Updated inventory every quarter
- Number of reports prepared every quarter
- Number of partners brought on board in a financial year
- Number of programmes implemented in a financial year
- Number of facilities developed and maintained in a financial year
- Number of performance review meetings held in a quarter
- Number of supportive visits conducted in a quarter
- Number of staff satisfaction surveys conducted and implemented in a financial year
- Number of customer satisfaction surveys conducted and implemented in a financial year
- Number of community units established and put into operation in a financial year
- Number of active community units in a financial year
- Number of specialised services established in a financial year
- Number of operational ambulances in a quarter
- Number of approved work plans and budgets in a financial year

1.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Science in Medicine, Dental, Pharmacy or related degree Master's degree in Medicine, Pharmacy, Dental, or MPH
Professional	Senior management course lasting not less than four (4) weeks Health systems strengthening course
Experience	Ten years in relevant field with at least three (3) years in managerial position(s)
Essential skills/competence	Å Communication and interpersonal skills Å Analytical skills Å Good administrative and managerial skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

1.7 Working Environment

Works in a normal environment with some exposure to heat, cold and travel requirements

1.8 Level of Supervision/Guidance required

Minimum level of supervision

1.9 Authority, Decision-making and Accountability

- Authority to approve work plans and departmental budgets
- Carry out disciplinary procedures
- Authority to make strategic decisions in consultation with the Chief Officer
- Accountable for decisions and actions in discharging his/her duties and responsibilities

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

2 COUNTY PHARMACIST

2.1 Job information

Job Title		County Pharmacist
Job Relationships	**Reports to**	Director of Health
	Supervises	Hospital Pharmacists-in-Charge; Sub-County Pharmacists
	Works closely with	Director of Health Commodities and Technology; County Health Management Team (CHMT) members

2.2 Job purpose

This job exists to oversee delivery of pharmaceutical services, implementation of pharmaceutical policies, and ensuring constant supply of essential medicines and medical supplies in all Government health facilities in the county.

2.3 Tools and Equipment

- Personal computer (PC) and PC applications
- General office equipment and supplies
- Means of transport
- Airtime

2.4 Job duties and responsibilities

- Give technical advice and guidance in pharmaceutical services to the CHMT
- Coordinate planning and implementation of pharmaceutical services in projects and programmes in collaboration with partners and stakeholders
- Develop and implement career development programme for county pharmaceutical staff
- Assist county pharmaceutical staff to identify priorities and prepare annual work plans (AWPs) in line with the National/County annual operating and strategic plans
- Supervise and redeploy staff providing pharmaceutical services within the county
- Enforce good commodity management (selection, procurement, inventory control, storage) and utilisation practices
- Coordinate disposal of expired and unusable medicines
- Coordinate and oversee internship/attachment programme
- Oversee pharmaceutical data collection, analysis and transmission to the national level (Ministry Headquarters, KEMSA, programmes, etc.)
- In collaboration with KEMSA and other stakeholders, coordinate distribution of essential medicines and supplies
- Serve as County Focal Appropriate Medicines Use/Medicines & Therapeutics Committee Liaison Officer
- Conduct orientation of new pharmaceutical staff
- Implement pharmaceutical and other relevant policies and initiatives
- Take charge of Operational Research
- Take charge of Monitoring & Evaluation (M&E) of pharmaceutical services within the county

- Participate in the development, implementation and monitoring of sub-county pharmacists' annual operating plans in line with national/county annual operating and strategic plans
- Oversee capacity building for Pharmaceutical Care and Services
- Oversee compliance with drug regulations in consultation with the Pharmacy & Poisons Board
- Undertake any other duties and responsibilities as may be assigned by superiors from time to time

2.5 Key Performance Indicators

- Number of essential medicines orders submitted
- Minutes of disposal committee meetings
- Number of commodity management support supervisions done
- Minutes of CHMT meetings attended
- Number of functional medicines and therapeutics committees
- Number of capacity building (training)/seminars/workshops done
- Number of pharmacovigilance reports submitted to relevant institutions
- Number of pharmacist interns who have successfully completed their internship
- Number of pharmaceutical reports analysed and transmitted to national offices (Ministry Headquarters, KEMSA, programmes, etc.

2.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Pharmacy from a recognised university Master's degree in Pharmacy as an added advantage
Professional	Licensed/registered to practise in Kenya by the Pharmacy and Poisons Board Senior Management Course of at least four (4) weeks from a recognised institution Maintain required continuing education for registration/licensure
Experience	Six- (6-) year experience in pharmacy practice with three (3) years of work in a county referral hospital or equivalent
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills Å Decision-making and problem-solving skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

2.7 Working Environment

- Works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviour.
- Possible risk of exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring compliance with established precautions.

2.8 Level of Supervision/Guidance Required

Minimum level of supervision

2.9 Authority, Decision-making and Accountability

- Advise on deployment of pharmaceutical personnel
- Quantification and forecasting of medical supply needs

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date upon which job description was approved*
Reviewed:	*Date when job description was last reviewed*

3 COUNTY REPRODUCTIVE HEALTH COORDINATOR

3.1 Job Information

Job Title		County Reproductive Health Coordinator
Job Relationships	**Reports to**	Director Medical Services
	Supervises	Sub-County Reproductive Health Coordinators
	Works closely with	County Nursing Officer and other CHMT members

3.2 Job Purpose

This position exists to plan, coordinate and supervise the implementation of Reproductive, Maternal and New-born Health Services in the county.

3.3 Tools and Equipment

- Reproductive health equipment and supplies
- Infrastructure
- General office supplies

3.4 Duties and Responsibilities

3.4.1 Managerial/Supervisory Responsibilities

- Develop County Reproductive Health Strategic Plan and AWPs for the reproductive, maternal and new-born health services unit
- Budget for all reproductive, maternal and new-born health activities
- Coordinate all reproductive, maternal and new-born health activities and programmes
- Advise the county health management team on reproductive, maternal and new-born health activities and programmes
- Collaborate with reproductive health partners and stakeholders

3.4.2 Operational Responsibilities/Tasks

- Conduct community mobilisation for reproductive, maternal and new-born health activities
- Coordinate reproductive health training courses and mentorships
- Carry out support supervision of health facility staff
- Report on the progress and achievement of reproductive, maternal and new-born health activities and programmes
- Receive and review reports on reproductive, maternal and new-born health services
- Monitor and evaluate reproductive, maternal and new-born health services
- Disseminate and support implementation of national reproductive health policies and guidelines

3.5 Key Performance Indicators

- Implemented reproductive health plans
- Maintained reproductive health training courses data base
- Number of reproductive health stakeholder forums held
- Proportion of health facilities supervised against set target
- Quarterly reproductive health progress reports
- Maternal and perinatal death surveillance and response reports

3.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in Medicine, Nursing, Clinical Medicine or any other related field
Professional	Registration with the relevant licensing bodies Valid practising licence
Experience	Three- (3-) year work in a maternal and child health services unit
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

3.7 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

3.8 Level of Supervision/Guidance Required

Minimum level of supervision

3.9 Authority, Decision-making and Accountability

Plans for and allocates duties to Sub-County Reproductive Health Coordinators

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

4 COUNTY CLINICAL OFFICER COORDINATOR

4.1 Job Information

Job Title		County Clinical Officer Coordinator
Job Relationships	**Reports to**	Director of Medical Services
	Supervises	Sub-county clinical officers, programme-based clinical officers, clinical officers/students
	Works closely with	Health directors, CHMT, partners, sub-county clinical officers

4.2 Job Purpose

This job exists to coordinate, organise and manage clinical services, implementing clinical guidelines/ policies, strategies and programmes.

4.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Transport facilities
- Clinical and policy guidelines

4.4 Duties and Responsibilities

- Overseeing implementation of clinical policies and guidelines in the county
- Mentoring and coaching of clinical staff
- Ensuring provision of quality clinical services
- Participating in work planning and performance monitoring

4.5 Key Performance Indicators

- Number of policies and guidelines available
- Number of staff mentored
- Number of supervisions conducted
- Work plans developed/appraisal forms filled

4.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in Clinical Medicine with three- (3-) year experience Higher Diploma/Diploma in Clinical Medicine and Surgery with six- (6-) year work experience
Professional	Registered with the Clinical Officers Council Valid professional practising licence
Experience	Three (3) years and above
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å leadership skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

4.7 Working Environment

Based at the County Headquarters in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals and other hazards

4.8 Level of Supervision/Guidance Required

Minimum level of supervision

4.9 Authority, Decision-making and Accountability

Contribute to the development and implementation of department/unit work plan and management of clinical staff.

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

5 COUNTY NURSING OFFICER

5.1 Job Information

Job Title		County Nursing Officer
Job Relationships	**Reports to**	Director of Health - Medical Services
	Supervises	Sub-County Public Health nurses,(6)
	Works closely with	Hospital nursing officer–in-charge, County Reproductive Health Coordinator (CRHC) and other CHMT members

5.2 Job Purpose

This position exists to manage all nursing staff and their activities in the county.

5.3 Tools and Equipment

- Vaccines and immunisation equipment and supplies
- Nursing equipment and supplies
- General office supplies and equipment

5.4 Duties and Responsibilities

5.4.1 Managerial/Supervisory Responsibilities

- Formulate County Nursing and Immunisation AWPs
- Coordinate all nursing services and activities
- Supervise nursing management teams at sub-county level
- Monitor and evaluate nursing services
- Plan for training and development needs for the nursing department
- Disseminate national and county health policies and guidelines

5.4.2 Operational Responsibilities/Tasks

- Receive and make reports about the nursing services
- Carry out support supervision of health facilities to assess delivery of nursing services
- Attend health management committee meetings to make decisions for the department

5.5 Key Performance Indicators

- Nursing departmental work plan formulated in a financial year
- Number of support supervision visits conducted every quarter
- Training plans in place every financial year
- Nursing reports prepared and submitted every quarter
- Number of nurse managers appraised at sub-county level every quarter

5.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Science degree in Nursing Sciences or any related field Master's degree in Nursing or a related field
Professional	Registration with the Nursing Council of Kenya Valid practising licence Certificate in Senior Management Course not lasting less the four weeks
Experience	At least six (6) years of experience as a nurse manager in a busy hospital/unit
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

5.7 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

5.8 Level of Supervision/Guidance Required

Minimum level of supervision

5.9 Authority, Decision-Making and Accountability

Deploys nursing staff within the county

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

6 COUNTY MEDICAL ENGINEERING TECHNOLOGIST

6.1 Job Information

Job Title		County Medical Engineering Technologist
Job Relationships	**Reports to**	Director Medical Services
	Supervises	Other medical engineering technologists/technicians
	Works closely with	Directorate, sub-county medical engineering technologist

6.2 Job Purpose

This job exists to facilitate and support delivery of quality healthcare by ensuring proper functioning of health equipment and systems.

6.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Transport facilities

6.4 Duties and Responsibilities

- Supervise installation of medical equipment and maintenance
- Advise on specifications of medical machines and equipment to be procured
- Supervise maintenance of hospital buildings and systems
- Facilitate training courses on use of new machines within the department and among end users
- Keep inventory of equipment in health facilities

6.5 Key Performance Indicators

- Submitted job cards
- Updated inventory
- Number of training courses conducted
- Site visits
- Appraisal forms filled

6.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree/diploma in Medical Engineering
Professional	Registered with Association of Medical Engineers of Kenya
Experience	Three (3) years
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

6.7 Working Environment

- Works in a normal office environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours
- Risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring compliance with established precautions

6.8 Level of Supervision/Guidance Required

Minimum level of supervision

6.9 Authority, Decision-making and Accountability

- Facilitate development of procedures for the department
- Make decisions regarding work processes based on established guidelines
- Prioritise and organise work to meet changing conditions

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

7 COUNTY NUTRITION COORDINATOR

7.1 Job Information

Job Title		County Nutrition Coordinator
Job Relationships	**Reports to**	Director of Medical Services
	Supervises	Sub-County Nutrition Coordinators
	Works closely with	Director of Medical Services (DMS), CHMT, Sub-County Nutrition Coordinators, nutrition partners, line departments

7.2 Job Purpose

This job exists for coordination of preventive, curative and rehabilitative nutrition services in the county.

7.3 Tools and Equipment

- Office space and furniture
- Stationery
- Computers and accessories
- Means of transport
- Airtime

7.4 Duties and Responsibilities

- Provide guidelines on supplemental and therapeutic diets for existing and emerging diseases
- Advise on procurement and distribution of nutrition equipment and commodities
- Conduct nutrition advocacy in the county
- Provide nutrition consultancy services in specialised clinics
- Facilitate training in various institutions
- Conduct nutrition data audits in the community and hospitals
- Conduct nutrition and dietetics research and prepare reports
- Provide technical advice on nutrition as a member of the CHMT and of the county steering committee
- Initiate and review nutrition programmes
- Conduct monitoring and evaluation of maternal infant and young child programmes
- Conduct capacity building of nutrition services provision
- Provide orientation of nutrition to new staff

7.5 Key Performance Indicators

- Number of supervision and nutrition research reports done
- Percentage of sub-counties and health facilities with nutrition commodities

- Number of nutrition training courses (on-job training, Continuous Medical Education sessions, training courses) scheduled and done
- Number of work plans prepared and implemented
- Number of nutrition advocacy exercises conducted
- Number of meetings attended
- Percentage of special clinics visited
- Number of new nutrition staff inducted

7.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in any of the following disciplines: Foods Nutrition and Dietetics; Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a recognised institution
Professional	Registered by the Kenya Nutrition and Dietetics Institute (KNDI) Certificate in senior management course lasting not less than four (4) weeks from a recognised institution
Experience	Three years as Chief Nutrition and Dietetics Officer
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

7.7 Working Environment

- Works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviour
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring compliance with established precautions

7.8 Level of Supervision/Guidance Required

Minimum level of supervision

7.9 Authority, Decision-making and Accountability

- Participate in decision-making as a member of the CHMT
- Contribute to the development and implementation of work plan
- Be accountable for tasks delegated by director

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

8 COUNTY PUBLIC HEALTH OFFICER

8.1 Job Information

Job Title		County Nutrition Coordinator
Job Relationships	**Reports to**	Director of Health Planning
	Supervises	Sub-County Public Health Officers
	Works closely with	Director of Medical Services and other CHMTs

8.2 Job Purpose

The office holder is responsible for the coordination of public health services within the county and participates in planning and coordination of environmental health services.

8.3 Tools and Equipment

- General office supplies and equipment
- Transport and communication facilities

8.4 Duties and Responsibilities

8.4.1 Managerial/Supervisory Responsibilities

- Plan, direct, and implement public health programmes, including disaster preparedness management and response, within the county
- Assist the section in the administration of the Public Health Act (Cap 242), Food, Drugs and Chemical Substances Act (Cap 254) and other relevant laws
- Coordinate and provide leadership and supervision to members of staff and their work, and oversee appraisals within the public health section

8.4.2 Operational Responsibilities/Tasks

- Participate in planning, implementing and coordinating environmental and public health services at the county level
- Provide technical advice on promotive and preventive health and ensure compliance with the national health regulations and rules
- Manage data relating to public health in the section and ensure compilation of records on reports in the section

8.5 Key Performance Indicators

- Formulated annual public health work plans
- Number of supervisory visits undertaken
- Public health reports
- Number of staff appraised

8.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum Bachelor of Science degree in Environmental Health Sciences, Public Health or any other related field Master's degree in Public Health or any related field
Professional	Registration with the Public Health Officers/Technicians Council Valid professional practising licence Certificate in senior management course of at least four (4) weeks
Experience	Minimum of three (3) years as Chief Public Health Officer
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

8.7 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

8.8 Level of Supervision/Guidance Required

Minimum level of supervision

8.9 Authority, Decision-making and Accountability

- Allocate duties to and supervise Public Health staff within the county
- Enforce Public Health laws and regulations

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

9 COUNTY HEALTH PROMOTION OFFICER

9.1 Job Information

Job Title		County Health Promotion Officer
Job Relationships	Reports to	Director of Health Planning
	Supervises	Sub-County Health Promotion Officer
	Works closely with	DMS and other CHMTs

9.2 Job Purpose

The job holder is responsible for implementation, interpretation and review of health promotion policies, standards, guidelines, programmes and activities in the county.

9.3 Tools and Equipment

- Information, education and communication (IEC) materials
- Well-equipped office with general office supplies
- Public address system
- Vehicle

9.4 Job Duties and Responsibilities

- Implementation of health promotion programmes and activities within the county
- Identifying and prioritising of health promotion needs
- Conducting health promotion needs assessment and surveys
- Compiling and consolidating health operation plans
- Conducting advocacy communication and social mobilisation on health programmes
- Creating awareness in the community on health promotion interventions
- Developing and disseminating health information, education and communication materials
- Creating awareness on prevention and control of communicable and non-communicable diseases
- Mobilising local resources for implementation of health promotion programmes and projects
- Engaging local media in disseminating health messages
- Conducting, monitoring and evaluating health promotion programmes
- Conducting research on health promotion issues
- Coordinating health promotion activities
- Lobbying for preventive and promotive budgetary allocation
- Partnering with other health units to implement health activities
- Mapping, analysing and engaging internal and external stakeholders in implementing health promotion activities
- Collecting health promotion data for developing and implementing health operational plans (HOPs)
- Mobilising local resources to implement health promotion programmes

9.5 Key Performance Indicators

- Number of health promotion policies adopted and implemented
- Number of internationally-observed health days held
- Number of IEC materials developed and disseminated
- Number of stakeholder meetings held
- Frequency of health messages disseminated through various media

9.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in health-related courses/higher diploma in health promotion
Professional	Registered with relevant professional body
Experience	Three years as Health Promotion Officer
Essential skills/competence	Å Leadership skills Å Communication skills Å Interpersonal skills Å Problem-solving skills Å Meet requirements of Chapter Six of the Constitution of Kenya
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

9.7 Working Environment

The office-holder is exposed to minimum disagreeable environmental conditions. She or she works in normal facilities, which may include own office with desk, and access to a telephone line with links to the outside world.

9.8 Level of Supervision/Guidance Required

Minimum supervision from the Director of Planning

9.9 Authority, Decision-making and Accountability

Allocate duties to health promotion officers

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

10 UNIT HEAD – COMMUNITY HEALTH STRATEGY

10.1 Job Information

Job Title		Unit Head – Community Health Strategy
Job Relationships	**Reports to**	Director – Health Planning and Management
	Supervises	Sub-County Community Health Strategy coordinators
	Works closely with	Unit heads in CHMT and the directors

10.2 Job Purpose

This job exists for planning, coordinating, managing, implementing, capacity-building (training), monitoring and evaluation of community health strategy activities in the county.

10.3 Tools and Equipment

- General office stationery
- ICT equipment
- Airtime
- Transport
- Data collection and reporting tools for community health activities

10.4 Duties and Responsibilities

- Planning community health units
- Organising training courses for community health strategy for various groups
- Preparing annual work and strategic plans for community health strategy
- Coordinating community health dialogue and action days
- Distributing IEC materials to community health units
- Mobilising resources for community health services
- Establishing partnerships for community health support
- Initiating income-generating activities (IGAs) to sustain community health units
- Supporting supervision of sub-counties and community health extension workers
- Motivating and rewarding the most active community health units
- Training community health committees
- Organising community health strategy stakeholder forums
- Enforcing the community health strategy policy

10.5 Key Performance Indicators

- Number of community health units established
- Number of Community Health Strategy (CHS) stakeholder forums held
- Number of supportive supervisory visits
- Number of reports received

- Number of community referrals to the link facilities
- Number of community volunteers trained on basic modules
- Number of community health extension workers trained on CHS curriculum
- Number of community health committee members trained on CHS
- Number of motorbikes distributed to community health units for referrals and IGAs

10.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Kenya Certificate of Secondary Education (KCSE)
Professional	Diploma/Bachelor of Science degree in Public Health, Environmental Health or Community Health from a recognised institution.
Experience	Diploma – Six (6) years Degree – Three (3) years
Essential skills/competence	Å Effective communication skills Å Leadership and management skills Å Problem-solving skills Å Decision-making skills Å Team player
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

10.7 Working Environment

Conducive safe working environment, free from excessive noise, dust adnd smells.

10.8 Level of Supervision/Guidance Required

Minimum supervision and guidance on need basis

10.9 Authority, Decision-making and Accountability

- Authority to make decisions
- Accountable to all units

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

11 COUNTY SCHOOL HEALTH COORDINATOR

11.1 Job Information

Job Title		County School Health Coordinator
Job Relationships	**Reports to**	Director – Health Planning
	Supervises	Sub-County School Health Coordinators
	Works closely with	DMS, County Public Health Officer (CPHO) and other CHMT members

11.2 Job Purpose

This position exists for planning, directing, coordinating, supervising and evaluating school health services within the county.

11.3 Tools and Equipment

- General office supplies and equipment
- Chemicals and medicines e.g. insecticides and dewormers
- Means of transport
- Occupational health and safety equipment
- IEC materials

11.4 Duties and Responsibilities

11.4.1 Managerial/Supervisory Responsibilities

- Plan for all school health activities and programmes
- Budget for all school health activities and programmes
- Interpret and enforce school health policy and guidelines

11.4.2 Operational Responsibilities/Tasks

- Supervise periodic deworming of school-going children
- Coordinate health education in disease prevention and control, water sanitation and hygiene, adolescent sexual and reproductive health and life skills in schools
- Oversee sanitary inspections in schools
- Coordinate formation of school health clubs
- Coordinate training of health workers and teachers on school health programmes and activities
- Monitoring and evaluation of school health programmes and activities

11.5 Key Performance Indicators

- Proportion of school-going children dewormed against set target
- Proportion of schools visited for sanitary inspection against set target
- Proportion of schools with adequate sanitary facilities against set target
- Proportion of schools with school health clubs against set target

- Number of school health talks conducted
- Number of healthcare workers and teachers trained in school health programmes and activities

11.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum Bachelor of Science degree in Environmental Health Sciences, Public Health or any other health-related field Master's degree in Public Health
Professional	Registration with the relevant professional body Valid practising professional licence
Experience	Three- (3-) year experience in relevant field
Essential skills/competencies	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills Å Meet the requirements of Chapter Six of the Constitution of Kenya.
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

11.7 Working Environment

The job holder works and operates in an office and undertakes fieldwork. He or she is exposed to unfavourable conditions such as exposure to heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

11.8 Level of Supervision/Guidance Required

Minimum level of supervision

11.9 Authority, Decision-making and Accountability

- Allocate duties to sub-county school health coordinators
- Plan school health activities in the county

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

12 COUNTY LABORATORY COORDINATOR

12.1 Job Information

Job Title		County Laboratory Coordinator
Job Relationships	**Reports to**	Director of Medical Services
	Supervises	Sub-County Medical Laboratory Coordinators
	Works closely with	Health directors, CHMTs, partners, sub-county medical technologists

12.2 Job Purpose

The holder of this position coordinates, organises and manages medical laboratory functions; implements medical laboratory policies, guidelines, strategies and programmes; oversees provision of diagnostic medical laboratory services to support preventive, promotive, curative and palliative healthcare services and related disease control programmes and oversees provision of safe blood transfusion services.

12.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Transport facilities
- Laboratory and policy guidelines

12.4 Duties and Responsibilities

- Oversee implementation of laboratory policies and guidelines
- Mentoring and coaching of laboratory staff
- Requisition of laboratory consumables and equipment
- Ensuring quality control and quality assurance procedures
- Participate in work planning and performance management

12.5 Key Performance Indicators

- Number of policies and guidelines available
- Number of staff mentored
- Number of supervisions conducted
- Number of filled requisition voucher/inventory
- Work plans developed/appraisal forms filled

12.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in Medical Laboratory Sciences with three- (3-) year experience Diploma in Medical Laboratory Sciences with six- (6-) year experience
Professional	Registered with Kenya Medical Laboratory Technicians and Technologists Board
Experience	Three (3) years and above
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

12.7 Working Environment

The job holder is based at the County Headquarters in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions chemicals and other hazards.

12.8 Level of Supervision/Guidance Required

Minimum level of supervision

12.9 Authority, Decision-making and Accountability

Contribute to the development and implementation of departmental/unit work plans and management of laboratory staff

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

13 UNIT HEAD – AMBULANCE SERVICE COORDINATOR

13.1 Job Information

Job Title		Unit Head - Ambulance Services Coordinator
Job Relationships	**Reports to**	Director of Medical Services
	Supervises	Emergency medical team
	Works closely with	CHMT - Unit heads, SCMOH and call centre

13.2 Job Purpose

This job exists to plan, coordinate, manage, train (build capacity), monitor and evaluate ambulance services in the county.

13.3 Tools and Equipment

- General office stationery
- ICT equipment
- Airtime
- Transport
- Data collection and reporting tools
- Storage space for ambulance services

13.4 Duties and Responsibilities

- Plan, organise and coordinate ambulance services in the county
- Organise training courses for EMTs and health workers on ambulance services
- Prepare AWPs and strategic plans for ambulance services
- Coordinate emergency evacuations
- Mobilise resources for ambulance services
- Establish partnerships for ambulance services support
- Provide support supervision to sub-counties
- Institute and maintain communication with ambulance drivers
- Establish necessary equipment for ambulance services
- Request additional transportation resources as appropriate
- Provide an inventory of medical supplies at ambulance parking for use at the scene
- Maintain required records
- Establish contacts with ambulance providers at the scene
- Establish routes of travel for ambulances for emergency operations
- Coordinate dispatch of requested ambulances

13.5 Key Performance Indicators

- Number of ambulance evacuations conducted
- Number of EMTs trained

- Number of operational ambulances
- Current route map in place
- Number of support supervisions held
- Quantity of ICT equipment purchased and installed
- Number of updates to the community on ambulance services
- Annual and strategic work plans for ambulance services in place

13.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Kenya Certificate of Secondary Education (KCSE)
Professional	Diploma/Bachelor of Science degree in Nursing, Clinical Medicine, Community Health, Disaster Management or any other related field from a recognised institution
Experience	Diploma – Six (6) years Degree – Three (3) years
Essential skills/competence	Å Effective communication skills Å Leadership and management skills Å Problem-solving skills Å Decision-making skills Å Team player
Personal attributes	Å Honesty Å Respect Å Integrity Å Intelligent Å Commitment

13.7 Working Environment

The job holder works in normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring compliance with established precautions.

13.8 Level of Supervision/Guidance Required

Minimum level of supervision and guidance

13.9 Authority, Decision-making and Accountability

- Authority to prioritise the dispatch of ambulances
- Accountable

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

14 UNIT HEAD – HEALTH RECORDS & INFORMATION

14.1 Job Information

Job Title		Unit Head - Health Records & Information.
Job Relationships	**Reports to**	Director - Health Planning & Management
	Supervises	Sub-County Health Records and Information officers
	Works closely with	CHMT - Unit heads

14.2 Job Purpose

This job exists for to plan, coordinate, implement, build capacity (train), monitor and evaluate health records and information activities in the county.

14.3 Tools and Equipment

- General office stationery
- ICT equipment
- Airtime
- Transport
- Data collection and reporting tools
- Storage space for health records

14.4 Duties and Responsibilities

- Planning of health records activities
- Organise training courses for health workers on HMIS
- Prepare annual work and strategic plans for health records and information
- Distribution of health records reporting tools to all sub-counties
- Mobilise resources for HRIS
- Establish partnership for health records and information support
- Support supervision to sub-counties
- Motivation and rewarding of most active Health Records and Information officers
- Institute medical and surgical classification system in all in-patient health facilities
- Determine required staff members
- Enforce implementation of health records policies and guidelines
- Compile and provide medical records report to the authorised persons
- Provide legal advice on health records and information
- Ensure high standards of collected information
- Ensure that health record services rendered abide by stipulated regulations

- Be custodian of county health-related records
- Conduct data audit supervision
- Validate sub-counties data on routine basis

14.5 Key Performance Indicators

- Percentage of monthly reports received from sub-counties against set target
- Percentage of complete monthly reports from the sub-counties against set target
- Monthly routine validation report
- Report on data audit supervision
- Report on updated staff return
- AWPs and strategic plan in place
- Report on quantity of reporting tools printed and distributed to sub-counties
- Report on office stationery purchased
- Number of ICT equipment purchased
- Number of health workers trained on health management information system

14.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Kenya Certificate of Secondary Education (KCSE)
Professional	Diploma/Bachelor of Science in Health Records and Information from a recognised institution
Experience	Diploma – Six (6) years Degree – Three (3) years
Essential skills/competence	Å Effective communication skills Å Leadership and management skills Å Problem-solving skills Å Decision-making skills Å Team player
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

14.7 Working Environment

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring compliance with established precautions.

14.8 Level of Supervision/Guidance Required

Minimum level of supervision

14.9 Authority, Decision-making and Accountability

- Authority to make decisions
- Accountable

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

15 COUNTY HUMAN RESOURCE OFFICER FOR HEALTH

15.1 Job Information

Job Title		County Human Resource Officer for Health
Job Relationships	**Reports to**	Chief Officer of Health
	Supervises	HROs at sub-county level
	Works closely with	Directors, Medical Superintendents, MOHs, Sub-County MOHs, Sub-County HROs, CHAO and other CHMTs
	Contacts	As above

15.2 Job Purpose

This job exists to plan, advice, coordinate, implement, supervise, monitor and evaluate the HR function in the Department of Healthevaluating the HR function in the Department of Health.

15.3 Tools and Equipment

- Office infrastructure with ICT equipment, software and hardware
- General office supplies
- Office space

15.4 Duties and Responsibilities

- Support the development and implementation of the HRH strategy in the county.
- Support implementation of relevant HR policies in the department.
- Ensure proper interpretation and implementation of labour laws.
- Coordinate HR planning for the department and facilitate staff recruitment and selection in liaison with the County Public Service Board (CPSB).
- Provide administrative support including maintenance of personnel records and processing of staff benefits.
- Ensure the county maintains good employee and industrial relations through well-managed staff welfare schemes, a healthy and safe working environment, effective management of disciplinary and grievance issues, and effective communication.
- Coordinate staff training and development programmes. This includes training needs analysis, evaluation of training, feedback to management and coordination of special programmes.
- Ensure that all employment practices, compensation, employee benefits, and human resources programmes are within established standards, procedures, guidelines and policies of the county and local labour laws.
- Facilitate periodic review and update of HR policies and procedures in line with changes in the regulatory and labour environment.
- Coordinate the performance management process to ensure it is effective and that it is linked to the staff development programmes.
- Provide support to HMTs on HR matters and advice on HR best practices in the department
- Participate in HR supervision at all levels in the department.

15.5 Key Performance Indicators

- HR practices and policies documented and implemented in a financial year
- Number of staff positions with job descriptions in a financial year
- Number of staff with a documented AWP
- Number of staff undertaking performance appraisals as per guidelines every quarter
- Number of staff reporting increased morale/motivation as a result of workplace improvements every year
- Percentage increase in work climate satisfaction every year
- Number of staff satisfaction surveys conducted every year
- Number of work climate perception surveys conducted every year
- Number of survey recommendations implemented every year
- Number of staff trained in relevant courses every financial year
- Number of training reports received every financial year

15.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in Social Sciences, HRM or relevant field
Professional	Higher National Diploma in HRM Must be a registered member of IHRM
Experience	At least five (5) years work in the HR field
Essential skills/competence	Å Problem-solving skills Å Decision-making skills Å Interpersonal and communication skills Å Knowledge of labour laws and other statutes in Kenya that have an impact on HRM
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

15.7 Working Environment

- The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours. She or he risks exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring observance of established precautions.

15.8 Level of Supervision/Guidance Required

Minimal guidance on needs basis

15.9 Authority, Decision-making and Accountability

- Ability to interpret labour laws
- Ability of make informed decisions on staff issues
- Ability to work impartially, guided by relevant policies and procedures

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

16 COUNTY HEALTH ADMINISTRATIVE OFFICER

16.1 Job Information

Job Title		County Health Administrative Officer
Job Relationships	**Reports to**	Director of Health - Planning and Administration
	Supervises	Health administrators and non-medical support personnel
	Works closely with	Chief Officer of Health, HMTs

16.2 Job Purpose

This job exists to ensure effective and efficient provision of administrative support services in the department.

16.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Office cabinets
- Transport for supervision
- Communication tools

16.4 Duties and Responsibilities

- Develop structures for effective management, utilisation, repair and maintenance of health fleet of motor vehicles, including ambulances.
- Ensure health facilities, especially buildings, comply with safety, health and other laws and regulations and are well maintained.
- Be responsible for administration of service provider contracts in maintenance of ICT facilities, buildings motor vehicles, security, etc. in the health department.
- Ensure safety and security within the hospital and departmental premises in accordance with Public Health and Occupation Safety and guidelines.
- Be responsible for the deployment, training and appraisal of non-medical staff, including drivers, security guards and cleaners.
- Coordinate project and estate management in the department.
- Ensure appropriate career planning and succession management of non-medical staff.
- Provide a well-defined career structure, which will attract, motivate and retain suitable qualified non-medical staff in the health department.
- Provide a well-defined job description and specification with clear delineation of duties and responsibilities at all levels within the structure to enable non-medical staff understand their requirements and demands of their job.
- Coordinate and disseminate policy guidelines on infrastructure needs.
- Coordinate project proposals and oversee implementation.
- Coordinate gazettement of health facilities and management committees.
- Oversee implementation of cost-sharing/Facility Improvement Fund (FIF) programmes.

- Serve as member and secretary to various management committees.
- Supervise health facilities and programmes.
- Hold quarterly consultative meetings with field health administrative officers.
- Review MoUs from partners and forward to the department for input or advice.
- Follow up on audit relevant queries.

16.5 Key Performance Indicators

- Number of appraisals duly filled per quarter
- Number of career structures in place each year
- Number of job descriptions in place each year
- Number of policy guidelines disseminated in a year
- Number of projects/proposals in place in a year
- Number of facilities gazetted in a year
- Number of minutes of meetings attended every quarter
- Number of reports of facilities visited every quarter
- Number of MoUs reviewed each year
- Number of audit query reports responded to each year
- Minutes of CHMT meetings held every quarter

16.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law, Health Systems Management or equivalent qualification from a recognised institution
Professional	Member of recognised professional body Took a senior management course of at least four (4) weeks
Experience	Served as Deputy Chief Health Administrative Officer or a similar position for at least three (3) years
Essential skills/ competence	Å Experience in management of health services in a large health institution or coordination of health administrative services at the county level Å Interpersonal skills Å Communication skills Å Analytical skills Å Managerial skills Å Supervisory skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

16.7 Working Environment

The job holder works in an office environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviour. She or he risks exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring observance of established precautions.

16.8 Level of Supervision/Guidance Required

The County Health Administrative Officer (CHAO) will be based at the Department of Health Headquarters and is responsible to the Director – Health Planning for effective and efficient provision of health administrative services for hospitals and health programmes.

16.9 Authority, Decision-making and Accountability

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

17 COUNTY HEALTH PROMOTION OFFICER

17.1 Job Information

Job Title		County Health Promotion Officer
Job Relationships	Reports to	Director - Health Planning & Administration
	Supervises	Sub-County Health Promotion Officer
	Works closely with	Director of Medical Services and other CHMTs

17.2 Job Purpose

This position exists to implement, interpret and review health promotion policies, standards, guidelines, programmes and activities in the county.

17.3 Tools and Equipment

- IEC materials
- General office supplies
- Public address system
- Vehicle
- Well-equipped office

17.4 Duties and Responsibilities

- Implementation of health promotion programmes and activities
- Identifying and prioritising health promotion needs
- Conducting health promotion needs assessment and survey in the county
- Compiling and consolidating health operation plans (HOPs)
- Conducting advocacy communication and social mobilisation on health programmes
- Creating awareness in the community on health promotion interventions
- Developing and disseminating IEC materials on health
- Creating awareness on prevention and control of communicable and non-communicable diseases
- Mobilising local resources for implementation of health promotion programmes and projects
- Engaging local media in dissemination of health messages
- Monitoring and evaluating health promotion programmes
- Conducting research on health promotion issues
- Coordinating all health promotion activities
- Lobbying for preventive and promotive budgetary allocation
- Partnering with other health units in implementing health activities
- Mapping, analysing and engaging internal and external stakeholders in implementing health promotion activities
- Collecting research data on health promotion in order to develop and implement HOPs
- Mobilise local resources for implementation of health promotion programmes

- Carry out health promotion stakeholders mapping to enable dissemination of health information
- Hold stakeholders meetings to disseminate health information

17.5 Key Performance Indicators

- Number of health promotion policies adopted and implemented
- Number of international health days held
- Number of IEC materials developed and disseminated
- Number of stakeholders meetings held
- Frequency of health messages in the media

17.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in health-related courses/higher diploma in health promotion
Professional	Registered with relevant professional body
Experience	Three-year service as health promotion officer
Essential skills/competence	Å Leadership skills Å Communication skills Å Interpersonal skills Å Problem-solving skills Å Compliance with Chapter Six of the Constitution of Kenya
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

17.7 Working Environment

The job holder's exposure to disagreeable conditions in the environment is minimal. She or he operates in normal facilities, which may include an office with a desk and external telephone links.

17.8 Level of Supervision/Guidance Required

Minimum level of supervision

17.9 Authority, Decision-making and Accountability

Allocate duties to health promotion officers

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

18 COUNTY DISEASE SURVEILLANCE COORDINATOR

18.1 Job Information

Job Title		County Disease Surveillance Coordinator
Job Relationships	Reports to	Director of Health – Planning and Administration
	Supervises	Sub-County Disease Surveillance Coordinators
	Works closely with	Director of Health – Medical Services and other HMT members

18.2 Job Purpose

This position exists to plan, formulate and supervise implementation of disease surveillance activities within the county.

18.3 Tools and Equipment

- General office supplies and equipment
- Disease surveillance reporting tools
- Transport facilities
- Occupational health and safety equipment

18.4 Duties and Responsibilities

18.4.1 Managerial/Supervisory Responsibilities

- Prepare and formulate the county strategic and annual disease surveillance work plan in line with the national surveillance strategic plan.
- Advise the county management team on disease surveillance issues.

18.4.2 Operational Responsibilities/Tasks

- Provide technical leadership in disease surveillance and outbreak response at the county level.
- Liaise with the director of planning and administration to mobilise resources for disease surveillance.
- Disseminate and interpret disease surveillance policies and guidelines.
- Supervise the implementation of disease surveillance activities.
- Receive and review disease surveillance reports from the sub-counties, analyse and interpret results and formulate interventions.
- Prepare and transmit surveillance reports/summaries to the national level.
- Monitor, evaluate and report disease surveillance activities in the county.
- Coordinate with stakeholders on disease surveillance in the county.

18.5 Key Performance Indicators

- Number of facilities updated on policy guidelines in a year
- Number of supervisory visits undertaken in the county in a quarter
- Number of reports received and reviewed in a quarter
- Number of feedback reports to relevant stakeholders

18.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Science in Environmental Health Sciences, Public Health or its equivalent from a recognised institution Master's degree in Public Health or Epidemiology or its equivalent from a recognised institution
Professional	Registration with the relevant board or council with a valid practising licence Senior management course lasting not less than four (4) weeks
Experience	At least six (6) years of service in a relevant health field (diploma holders) and At least three (3) years of service in a relevant health field for degree holders
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality.

18.7 Working Environment

The job holder works in an office and undertakes fieldwork. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

18.8 Level of Supervision/Guidance Required

Minimum level of supervision

18.9 Authority, Decision-making and Accountability

- Authority to make strategic decisions in consultation with the Director of Health –Planning and Administration.
- Accountable for decisions and actions in discharging his or her duties and responsibilities.

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

19 SUB-COUNTY MEDICAL OFFICER OF HEALTH

19.1 Job Information

Job Title		Sub-County Medical Officer of Health
Job Relationships	**Reports to**	Director Medical Services
	Supervises	Sub-County Health Management Team members Officers-in-Charge of Rural Health Facilities
	Works closely with	SCHMT and CHMTs Partners and stakeholders in health department
	Contacts	Development partners, FBO partners and CHMT

19.2 Job Purpose

This position exists to plan and coordinate medical services within the sub-county and ensuring that they are of good quality, equitable and within the county and national standards.

19.3 Tools and Equipment

- Office space and supplies
- Transport facilities
- Communication tools

19.4 Duties and Responsibilities

19.4.1 Managerial/Supervisory Responsibilities

- Coordinates support supervision of all health facilities in the sub-county
- Ensures that private and non-governmental health facilities in the sub-county meet required standards
- Chairs sub-county HMT and other management committees
- Supervises all health projects
- Oversees implementation of departmental work plans
- Appraises sub-county HMT
- Is secretary to the sub-county health stakeholders forum

19.4.2 Operational Responsibilities/Tasks

- Supervises elections of facility management committees for RHFs
- Manages a wide range of medical and healthcare services
- Conducts training (capacity building) activities
- Conducts mortality audits
- Ensures policy implementation and publishing of the various research activities undertaken in sub-county facilities
- Reviews key health indicators from monthly health reports

19.4.3 Financial Responsibilities

- AIE holder to sub-county medical officer account
- Resource mobilisation for sub-county activities
- Approves and forwards budgets from rural health facilities
- Advises facility OICs on prudent financial management

19.5 Key Performance Indicators

- Number of policies and guidelines disseminated
- Number of SCHMT meetings held
- Number of quarterly support supervisions conducted
- Number of projects supervised
- Work plans consolidated and approved
- Number of staff appraised
- Outreach activities conducted
- Number of health facility budgets forwarded
- Number of operational health facility management committees

19.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in Medicine, Dentistry, Pharmacy or equivalent Master's degree in the medical or related field is an added advantage
Professional	Registered with Kenya Medical Practitioners and Dentists Board or relevant body Valid practising licence Senior Management Course of at least four (4) weeks from a recognised institution
Experience	At least three (3) years of medical practice
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å Analytical skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

19.7 Working Environment

The office-holder is exposed to harsh working conditions, including rough terrain, uncooperative and corrupt practitioners. He or she is also exposed to harsh weather conditions, noise, noxious smells, disease agents, distractions and other hazards.

19.8 Level of Supervision/Guidance Required

Minimum level of supervision

19.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the directorate on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
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Reviewed:	*Date when job description was last reviewed*

20 SUB-COUNTY HEALTH ADMINISTRATIVE OFFICER

20.1 Job Information

Job Title		Sub-County Health Administrative Officer
Job Relationships	**Reports to**	Sub-County Medical Officer Of Health
	Supervises	Non-medical staff: clerks, drivers, mortuary attendants, casuals, secretary, procurement officer, accountants, maintenance personnel
	Works closely with	Sub-county HMT members, Rural health facility OICs, partners and other sub-county departmental heads
	Contacts	Development partners, FBO partners and county HMTs

20.2 Job Purpose

This position exists to coordinate general (non-medical) administrative services to support curative, primary and preventive health programmes and activities in the sub county.

20.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Stationery
- Communication equipment
- Office cabinets

20.4 Duties and Responsibilities

- Prepare project proposals and overseeing project implementation in the sub-county.
- Conduct quarterly support supervision.
- Ensure compliance with procurement guidelines.
- Oversee transport management.
- Provide technical advice on administrative roles to the sub-county HMT and OICs of facilities
- Provide technical support on administrative roles to OICs of facilities.
- Promote and support maintenance of plant, buildings and equipment.
- Advise SCHMT and RHF managers on financial management, and ensuring financial guidelines are followed.
- Serve as signatory to sub-county MOH bank accounts.
- Oversee supervision and development through performance appraisals.
- Prepare staff returns for the sub-county Department of Health.
- Serves as Secretary to various management committees.
- Oversees health facility elections and training of health facility committees.
- Supervise collection and expenditure of FIF (Public Health Office & Medical Officer of Health).
- Prepare relevant documents for *Kenya Gazette* notices and forward them to the CHAO.

- Follow up on audit queries of sub-county facilities.
- Compile infrastructure needs for health facilities and programmes.
- Manage hospitality.

20.5 Key Performance Indicators

- Minutes of meetings held
- Updated fuel registers, work tickets, driver's duty rosters
- Master plans, title deeds, *Gazette* documents and facilities' site visit reports
- Bank statements and reconciliations to various bank accounts
- Number of functional health facility committees
- Number of operational health facility bank accounts

20.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in any of the following Social Sciences: Health Systems Management, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Health Economics or equivalent qualifications from recognised institutions
Professional	Senior management and supervisory skills development course from a recognised Institution for not less than four (4) weeks Membership of any relevant recognised professional body
Experience	Served in the grade of Health Administrative Officer I or in a comparable position for a minimum of three (3) years
Essential skills/competence	Å Interpersonal skills Å Communication skills Å Analytical skills Å Managerial skills Å Supervisory skills Å Meets requirements of Chapter Six of the Constitution of Kenya
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

20.7 Working Environment

The job holder works in normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour. Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

20.8 Level of Supervision/Guidance Required

Minimum level of supervision

20.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
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21 SUB-COUNTY PUBLIC HEALTH OFFICER

21.1 Job Information

JOB TITLE		Sub-County Public Health Officer
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Ward Public Health Officers and technician
	Works closely with	County Public Health Officer, Sub-County School Health Coordinator, Sub-County disease surveillance coordinator, Sub-County community strategic focal person, Sub-County Health Promotion Officer and other SCHMT members
	Contacts	Development partners, FBO partners and CHMTs

21.2 Job Purpose

This position exists to plan, formulate and implement sub-county annual work plans and coordinate public health section activities within the sub-county.

21.3 Tools and Equipment

- General office supplies and equipment
- Food and water sampling equipment
- Chemicals e.g. insecticides and rodenticides
- Transport facilities
- Occupational health and safety equipment

21.4 Duties and Responsibilities

21.4.1 Managerial/Supervisory Responsibilities

- Prepares and formulates sub-county AWP, implements the same and coordinates Public Health section activities
- Mobilises resources and fosters collaboration and partnerships with bilateral and multilateral agencies in support of public health programmes.
- Conducts supervision and provides leadership in research on public health, trends and other emerging issues.
- Prevents diseases, promotes health education, provides food quality and disease-control services and ensures abatement of sanitary nuisances and offensive trade in the sub-county.

21.4.2 Operational Responsibilities/Tasks

- The job holder conducts periodic review meetings and prepares weekly, monthly and quarterly reports. She or he participates in the planning and coordination of environmental and public health services.
- Provides technical advice on promotive and preventive health and ensures compliance with the national health regulations and rules
- Manages data relating to public health and ensures compilation of records on reports.

- Vets and approves building plans; ensures preventive maintenance of buildings and supervises small water supply schemes
- Ensures and oversees quality control of water supply, food and safety in order to control communicable diseases and suppress epidemics
- Improves markets, trading centres and townships through systematic inspection and by advising the occupier or owner of the premises
- Assures proper disposal of solid and liquid waste by providing necessary technical advice and law enforcement
- Controls communicable diseases through investigation of outbreaks, follow-up of cases and advising on hygiene standards

21.5 Key Performance Indicators

- Number of households using latrines
- Number of undertakings complying with public health requirements
- Number of supervisory visits undertaken
- Number of food and water samples collected and analysed
- Number of households with hand-washing facilities

21.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum Bachelor of Science degree in Environmental Health Sciences, Public Health or equivalent qualification
Professional	Registration with the Public Health Officers/Technicians Council Valid professional practising licence
Experience	Three- (3-) year practice as Senior Public Health Officer (SPHO)
Essential skills/competence	Å Technical competence Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

21.7 Working Environment

The job holder works and operates in an office and undertakes fieldwork. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; some time away from duty station due to travel requirements.

21.8 Level of Supervision/Guidance Required

Minimum level of supervision

21.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matter. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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22 SUB-COUNTY HEALTH PROMOTION OFFICER

JOB TITLE		Sub-County Health Promotion Officer
Job Relationships	**Reports to**	Sub-County Medical Officer of Heath
	Supervises	None
	Works closely with	SCHMT and County Health Promotion Officer
	Contacts	Development partners, FBO partners and CHMT

22.1 Job Purpose

This position exists for the implementation, interpretation and review of health promotion policies, standards, guidelines, programmes, projects and activities in the sub-county.

22.2 Tools and Equipment

- IEC materials
- General office supplies
- Public address system
- Vehicle
- Well-equipped office

22.3 Duties and Responsibilities

- Implementation of sub-county health projects, programmes and activities
- Identifying and prioritising sub-county health promotion needs
- Conducting health promotion needs assessments and surveys
- Conducting advocacy communication and social mobilisation on health programmes
- Facilitating awareness-creation in the community on health promotion interventions
- Disseminating IEC materials on health
- Creating awareness on prevention and control of communicable and non-communicable diseases
- Mobilising and educating community groups on health promotion issues
- Mobilising local resources for implementation of health promotion programmes and projects
- Media and advocacy on health promotion programmes
- Conducting monitoring and evaluation of health promotion programmes
- Lobbying for preventive and promotive budgetary allocation
- Mapping, analysing and engaging internal and external stakeholders in implementing health promotion activities
- Holding stakeholder meetings to disseminate health information
- Engaging local media in disseminating health messages

22.4 Key Performance Indicators

- Number of stakeholders engaged in health promotion
- Number of IEC materials disseminated
- Number of stakeholder meetings held
- Frequency of health messages in the media
- Number of programmes and policies on health promotion implemented

22.5 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum of Higher Diploma in Health Promotion
Professional	Registered with relevant professional body
Experience	Three- (3-) year service as HPO
Essential skills/competence	Å Leadership skills Å Communication skills Å Interpersonal skills Å Problem-solving skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

22.6 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather; dim or crowded surroundings; spends some time away from duty station due to travel requirements.

22.7 Level of Supervision/Guidance Required

Minimum level of supervision

22.8 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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23 SUB-COUNTY PHARMACISTS

23.1 Job Information

Job Title		Sub-County Pharmacist
Job Relationships	**Reports to**	SCMOH
	Supervises	Pharmacy staff in the sub-county
	Works closely with	County Pharmacists, Hospital Pharmacist I/C, SCHMT members, and Rural Health Facility I/C
	Contacts	Development partners, FBO partners and CHMT

23.2 Job Purpose

This position exists to oversee pharmaceutical service delivery and to ensure constant supply of essential medicines and medical supplies in sub-county facilities.

23.3 Tools and Equipment

- General office supplies and office equipment
- Means of transport
- Airtime

23.4 Duties and Responsibilities

- Provide technical guidance on pharmaceutical services as member of SCHMT
- Coordinate pharmaceutical services for the sub-county
- Implement capacity-building training programmes for pharmaceutical staff
- Prepare and implement sub-county pharmaceutical services Annual Operating Plans (AOPs)
- Supervise staff providing pharmaceutical services
- Monitor facilities' institutional capacity for provision of quality pharmaceutical services e.g. infrastructure, tools, job aids, pharmaceutical practices (e.g. EMMS management- storage, disposal)
- Coordinate disposal of expired medicines and unusable medicines with the relevant departments and regulatory authorities
- Coordinate and oversee internship/attachment programme for pharmaceutical personnel
- Compile sub-county reports and transmit them to relevant offices (for example performance contracts, commodities-related reports, et cetera).
- In collaboration with the Kenya Medical Supplies Agency (KEMSA) and other stakeholders, coordinate Essential Medicines Supplies distribution and redistribution
- Serve as sub-county focal liaison officer for Appropriate Medicines Use/Medicines and Therapeutics Committee
- Undertake orientation of new pharmaceutical staff
- Implement pharmaceutical and other relevant policies and initiatives
- Participate in operational research
- Provide periodic feedback to the County Pharmacist

23.5 Key Performance Indicators

- Number of essential medicines and medical supplies orders submitted quarterly
- Minutes of disposal committee in a year
- Number of commodity management support supervisions done quarterly
- Minutes of sub-county HMT meetings attended quarterly
- Number of pharmacovigilance reports submitted to relevant offices quarterly
- Number of sub-county reports compiled and transmitted to relevant offices quarterly

23.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Pharmacy from a recognised university
Professional	Licensed/registered to practise in Kenya by the Pharmacy and Poisons Board Senior management course of at least four (4) weeks from a recognised institution
Experience	Minimum three (3) years of practice as pharmacist
Essential skills/competence	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills Å Decision- and problem-solving skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

23.7 Working Environment

The job holder works in normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviour. She or he risks exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring observance of established precautions.

23.8 Level of Supervision/Guidance Required

Minimum level of supervision

23.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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24 SUB-COUNTY CLINICAL OFFICER

24.1 Job Information

Job Title		Sub-County Clinical Officer
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	All clinical officers in the sub-county
	Works closely with	Members of the SCHMT, other clinical staff
	Contacts	Development partners, FBO partners and CHMTs

24.2 Job Purpose

To ensure delivery of quality curative, promotive and preventive services within the sub-county

24.3 Tools and Equipment

- Office space and furniture
- Standard clinical/treatment guidelines
- Stationery and computer/accessories

24.4 Duties and Responsibilities

- Ensure implementation of clinical standards and procedures for clinical services at the sub-county level
- Advise the SCMOH on staffing needs for clinical officers
- Coordinate training of sub-county clinical officers
- Disseminate information on emerging issues and best practices to clinical officers
- Ensure effective supervision and appraisal of sub-county clinical officers
- Provide mentorship and on-job training to clinical staff
- Oversee the development of work plans for the clinical department

24.5 Key Performance Indicators

- Clinical officers standards and procedures in place
- Clinical officers staff deployment plan developed and in place
- Number of training (capacity building) activities conducted for clinical officers
- Quarterly support supervisions conducted
- Number of documents disseminated
- Percentage of work plan implemented

24.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Diploma in Clinical Medicine and Surgery/Community Health
Professional	Registered with Clinical Officers Council
Experience	Three (3) years of practice as a clinical officer in a busy hospital
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

24.7 Working Environment

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents and extraneous circumstances.

24.8 Level of Supervision/Guidance Required

Minimum level of supervision

24.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section but should consult with the SCMOH on any non-routine matters. She or he is expected to exercise initiative, discretion and be proactive in carrying out duties.

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25 SUB-COUNTY HEALTH RECORDS AND INFORMATION OFFICER

25.1 Job Information

Job Title		Sub-County Health Records and Information Officer
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Other Health Record Information Officers (HRIOs)
	Works closely with	SCMOH, SCHMT members, Facility HRIOs, Disease surveillance and ICT
	Contacts	Development partners, FBO partners and CHMTs

25.2 Job Purpose

This position exists to provide timely reliable and acceptable quality health information for evidence-based decision-making.

25.3 Tools and Equipment

Office infrastructure and ICT tools

25.4 Duties and Responsibilities

- Ensure proper documentation of health records information.
- Ensure timely reporting and data entry in District Health Information Systems (DHIS).
- Ensure data quality through quality assurance.
- Ensure availability of all data collection and reporting tools.
- Ensure data information is used for decision-making.
- Enlighten health workers on health information systems management.
- Schedule and conduct data quality audit for support supervision.
- Requisition and distribute HMIS.
- Institute medical and surgical classification systems.
- Determine staff requirements/staffing gaps.
- Organise and coordinate sub-county health records services.
- Enforce the implementation of sub-county health records policies and procedures.
- Direct and support health records personnel.
- Combine and provide medical statistics and reports.
- Advice on legal aspects of health records and information.
- Ensure information collected is of high standard.
- Plan, coordinate and implement training programmes.
- Participate in health data research.
- Demonstrate administrative ability in exercising effective supervision.
- Ensure provision of services in accordance with regulations governing health records.

25.5 Key Performance Indicators

- Number of staff training courses conducted
- Percentage of timely reports submitted against set target
- Number of data review meetings held
- Number of research activities conducted
- Number of support supervisions conducted
- Number of data quality assurance exercises conducted
- Minutes of meetings held

25.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Diploma in Health Records and Informatics
Professional	Membership of professional board
Experience	Two (2) years of practice in health records management in busy health facility
Essential skills/competence	Å Computer proficiency Å Decision-making skills Å DHIS skills Å Good communication and interpersonal skills Å Problem-solving skills Å Good interpretation and coordination skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

25.7 Working Environment

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

25.8 Level of Supervision/Guidance Required

Minimum level of supervision

25.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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26 SUB-COUNTY PUBLIC HEALTH NURSE

26.1 Job Information

Job Title		Sub-County Public Health Nurse
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Nursing staff in the rural health facilities Community Health Extension Workers
	Works closely with	County Nursing Officer SCHMTs
	Contacts	Development partners, FBO partners and CHMT

26.2 Job Purpose

This position exists to plan, direct, coordinate, supervise and evaluate nursing services within facilities in the sub-county.

26.3 Tools and Equipment

- Vaccines and immunisation equipment and supplies
- Nursing equipment and supplies
- General office supplies and equipment

26.4 Duties and Responsibilities

26.4.1 Managerial/Supervisory Responsibilities

- Formulate sub-county nursing services annual work plan.
- Coordinate all nursing activities within health facilities.
- Supervise nursing officers and their work.
- Plan for nursing human resources.
- Be a member of the SCHMT.

26.4.2 Operational Responsibilities/Tasks

- Advise the CHMT on nursing services issues.
- Appraise the performance of the nursing officers in sub-county health facilities.
- Conduct monitoring and evaluation of nursing programmes.
- Train and develop sub-county nursing officers.

26.5 Key Performance Indicators

- Number of SCHMT meetings held
- Formulated sub-county nursing services work plan
- Proportion of health facilities supervised against set target
- Number of staff appraised
- Number of Continuous Medical Education and On-Job Training sessions held

26.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum Bachelor's degree in Nursing Services or equivalent qualification
Professional	Registration with the Nursing Council of Kenya Valid practising licence
Experience	Three (3) years of practice as Senior Nursing Officer
Essential skills/competence	Å Technical competence Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

26.7 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such as cold, dirt, noise and rainy weather conditions, dim or crowded surroundings, some time away from duty station due to travel requirements.

26.8 Level of Supervision/Guidance Required

Minimum level of supervision

26.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
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27 SUB-COUNTY NUTRITION COORDINATOR

27.1 Job Information

Job Title		Sub County Nutrition Coordinator
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Nutrition/Dietetics officers, technologists, technicians and students
	Works closely with	Medical Superintendent, Nursing OICs of health facilities, SCHMT, nutrition partners, and line departmental ministries
	Contacts	Development partners, FBO partners and CHMT

27.2 Job Purpose

This job exists for the coordination of preventive, curative and rehabilitative nutrition services in the sub-county.

27.3 Tools and Equipment

- Office space and furniture
- Stationery
- Computers and accessories
- Means of transport
- Airtime

27.4 Duties and Responsibilities

- Conduct nutrition assessments and reviews in all health care facilities.
- Coordinate nutrition activities and nutrition staff in the sub-county.
- Facilitate training on nutrition in various training institutions.
- Requisition nutrition commodities for the sub-county.
- Carry out planning, implementation, monitoring and evaluation of nutrition programmes and projects.
- Serve as member of the therapeutic and nutritional committee.
- Provide guidelines for hospitals on therapeutic diets for existing and emerging diseases
- Compile nutrition reports and forward to relevant offices.
- Deputise County Nutrition Coordinator.
- Conduct nutrition research and prepare reports.
- Provide nutrition support in patient management in health facilities.

27.5 Key Performance Indicators

- Number of supervision and nutrition research reports
- Percentage of health facilities with nutrition equipment and commodities against sub-county total

- Number of nutrition training courses done (On-Job Training, Continuous Medical Education classroom)
- Number of work plans prepared and implemented
- Number of nutrition advocacy activities planned and done
- Percentage of health facilities receiving nutrition support in-patient management
- Number of meetings attended
- Number of nutrition reports compiled and forwarded to relevant offices
- Number of guidelines provided to hospitals

27.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor's degree in any of the following: Nutrition and Dietetics, Foods Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science or Home Economics from a recognised institution
Professional	Registered by the Kenya Nutritionists and Dieticians Institute (KNDI)
Experience	Three-(3) year service as Senior Nutrition and Dietetics Officer
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organizational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

27.7 Working Environment

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

27.8 Level of Supervision/Guidance Required

Close supervision by SCMOH and technical guidance by CNC

27.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but should consult with the SCMOH on any non-routine matters. She or he is expected to exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
Date signed:	
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Reviewed:	*Date when job description was last reviewed*

28 SUB-COUNTY COMMUNITY HEALTH STRATEGY COORDINATOR

28.1 Job Information

Job Title		Sub-County Community Health Strategy Coordinator
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Community Health Assistants (CHAs)
	Works closely with	Other sub-county team members, CHAs and development partners
	Contacts	Development partners, FBO partners and CHMT

28.2 Job Purpose

This position exists to improve community health through training (capacity building) and health promotions.

28.3 Tools and Equipment

- Data collection and reporting tools
- Means of transport

28.4 Duties and Responsibilities

- Oversee training of CHAs, CHVs and CHCs.
- Conduct monthly meetings with CHAs.
- Monitoring and evaluation of activities in the community.
- Conducting community dialogue days and community action days.
- Review community strategy data and reports.
- Conduct support supervision of community units
- Conduct sub-county community strategy activities
- Offer technical advice to SCHMT

28.5 Key Performance Indicators

- Number of monthly reports prepared
- Number of CHVs trained quarterly
- Number of community health units established in a year
- Number of health promotion sessions conducted in a month.
- Number of review meetings conducted quarterly
- Number of support supervisions conducted in a month

28.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum BSc in Environmental Health Sciences, Public Health or any other equivalent qualification
Professional	Registration with the Public Health Officers/Technicians Council Valid professional practising licence
Experience	Three- (3) year practice as senior Public Health Officer
Essential skills/competence	Å Leadership, Communication, planning and decision-making skills Å Organisation skills Å Problem-solving skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

28.7 Working Environment

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviours. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

28.8 Level of Supervision/Guidance Required

Minimum level of supervision

28.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matter. She or he should exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
Date signed:	
Approved by:	*Signature of person with authority to approve the job description*
Date approved:	*Date on which job description was approved*
Reviewed:	*Date when job description was last reviewed*

29 SUB-COUNTY DISEASE SURVEILLANCE COORDINATOR

29.1 Job Information

Job Title		Sub-County Disease Surveillance Coordinator
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	None
	Works closely with	Sub-County Public Health Officer (SCPHO) and other SCHMT members Health Facility Officers-in-Charge
	Contacts	Development partners, FBOs and CHMT

29.2 Job Purpose

This position exists to plan, formulate and implement disease surveillance activities within the sub-county.

29.3 Tools and Equipment

- General office supplies and infrastructure
- Disease surveillance reporting tools
- Transport media for specimen/samples
- Vehicles and motorcycles
- Occupational health and safety equipment

29.4 Duties and Responsibilities

29.4.1 Managerial/Supervisory Responsibilities

Prepare and formulate sub-county annual disease surveillance work plan.

29.4.2 Operational Responsibilities/Tasks

- Investigate priority notifiable diseases.
- Respond promptly to suspected disease outbreaks.
- Continuously monitor disease trends and set thresholds
- Collect, collate, analyse and disseminate data and information on priority diseases (under surveillance).
- Follow up cases of priority notifiable diseases
- Support healthcare workers and CHVs to carry out surveillance activities.

29.5 Key Performance Indicators

- Number of disease outbreaks responded to
- Detection and investigation rate of suspected cases of Acute Flaccid Paralysis (polio) and measles
- Timely and completeness of surveillance reports (epidemiological bulletins)

- Number of samples/specimens taken for investigation and analysis
- Number of health staff trained on disease surveillance and response
- Number of disease surveillance updates carried out

29.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Bachelor of Science degree in Environmental Health Sciences, Public Health or any other related field OR equivalent qualification
Professional	Registration with the Public Health Officers/Technicians Council Valid practising licence
Experience	Three- (3) year practice as a Public Health Officer 1
Essential skills/competence	Å Technical competence Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organizational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

29.7 Working Environment

The job holder works and operates in an office and undertakes field work. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather, dim or crowded surroundings; some time away from duty station due to travel requirements.

29.8 Level of Supervision/Guidance Required

Minimum level of supervision

29.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

Signature of job holder:	
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30 SUB-COUNTY SCHOOL HEALTH COORDINATOR

30.1 Job Information

Job Title		Sub-County School Health Coordinator
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Ward Public Health Officers
	Works closely with	SCPHO and SCHMT members
	Contacts	Development partners, FBO partners and CHMT

30.2 Job Purpose

This position exists to plan, direct, coordinate, supervise and evaluate school health services within the sub-county.

30.3 Tools and Equipment

- General office supplies and infrastructure
- Food and water sampling equipment
- Chemical and medicines e.g. insecticides and rodenticides, dewormers
- Means of transport
- Occupational health and safety equipment
- IEC materials

30.4 Duties and Responsibilities

30.4.1 Managerial/Supervisory Responsibilities

Interpret and enforce implementation of school health policy guidelines.

30.4.2 Operational Responsibilities/Tasks

- Carry out periodic deworming of schoolchildren.
- Conduct health education in disease prevention and control, water sanitation and hygiene, adolescent sexual and reproductive health life skills.
- Carry out sanitary inspections in schools.
- Facilitate formation of school health clubs.
- Give technical advice to the SCMOH.

30.5 Key Performance Indicators

- Proportion of school going children dewormed
- Proportion of schools visited for sanitary inspection
- Proportion of schools with adequate sanitary facilities
- Proportion of schools with school health clubs
- Number of school health talks conducted

30.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Minimum Bachelor of Science degree in Environmental Health Sciences, Public Health or in any other related field
Professional	Registration with the Public Health Officers/Technicians Council Valid practising licence
Experience	Three (3) years of practice for degree holder and six (6) years for diploma holder
Essential skills/competence	Å Technical competence Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

30.7 Working Environment

The job holder works and operates in an office and undertakes fieldwork. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather, dim or crowded surroundings; some time away from station on official travel.

30.8 Level of Supervision/Guidance Required

Minimum level of supervision

30.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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31 SUB-COUNTY REPRODUCTIVE HEALTH COORDINATOR

31.1 Job Information

Job Title		Sub-County Reproductive Health Coordinator
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Works closely with	County Reproductive Health Coordinator (CRHC) Sub-County Public Health Nurse (SCPHN) and other SCHMT members Health facility officers-in-charge
	Contacts	Development partners, FBO partners and CHMTs

31.2 Job Purpose

This position exists to coordinate the implementation of Reproductive, Maternal and New-born Health Services within the sub-county.

31.3 Tools and Equipment

- Reproductive health equipment and supplies
- Infrastructure
- General office supplies

31.4 Duties and Responsibilities

31.4.1 Managerial/Supervisory Responsibilities

- Develop and implement annual reproductive health work plans for the sub-county.
- Advise the SCHMT on reproductive, maternal and new-born health activities and programmes.

31.4.2 Operational Responsibilities/Tasks

- Conduct community mobilisation for reproductive, maternal and new-born health activities within the sub-county.
- Carry out reproductive health training courses and mentorships.
- Carry out support supervision of health facility staff.
- Prepare quarterly reports on the progress and achievement of reproductive, maternal and new-born health activities and programmes.
- Monitor and evaluate reproductive, maternal and new-born health services.
- Disseminate and support implementation of national Reproductive Health policies and guidelines within the sub-county.
- Ensure consistent supply of reproductive health commodities and in facilities.

31.5 Key Performance Indicators

- Implemented Reproductive Health plans
- Number of maternity open days held
- Number of reproductive health training and mentorship sessions held
- Proportion of health facilities supervised against set target
- Quarterly reproductive health progress reports
- Maternal and perinatal death surveillance and response reports

31.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Diploma or Bachelor's degree in Nursing, Clinical Medicine or any other related field
Professional	Registration with the relevant licensing bodies Valid practising licence
Experience	Six (6) or three (3) years of experience working in a maternal and child health services unit for holders of diploma and Bachelor's degree respectively
Essential skills/competence	Å Technical competence Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organizational skills Å Negotiation skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

31.7 Working Environment

The job holder works and operates in an office and undertakes fieldwork. He or she is exposed to unfavourable conditions such as heat, cold, dirt, noise and rainy weather, dim or crowded surroundings, some time away from station on official travel.

31.8 Level of Supervision/Guidance Required

Minimum level of supervision

31.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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32 SUB-COUNTY MEDICAL ENGINEERING TECHNOLOGIST

32.1 Job Information

Job Title		Sub-County Medical Engineering Technologist
Job Relationships	**Reports to**	SCMOH
	Supervises	Other technicians and technologists within the sub-county
	Works closely with	SCHMT
	Contacts	Development partners, FBO partners and CHMTs

32.2 Job Purpose

This job exists to ensure medical equipment is working effectively within the sub-county.

32.3 Tools and Equipment

Equipped workshop.

32.4 Duties and Responsibilities

- Installation and maintenance of medical equipment
- Offering advice on specifications of medical machines and equipment to be procured
- Maintenance of hospital buildings and systems
- Offering training to end users on use of new machines
- Keeping inventory of health facility equipment

32.5 Key Performance Indicators

- Job cards
- Updated inventory
- Number of training courses conducted
- Site visits

32.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree/diploma/certificate in medical engineering
Professional	Registered with Association of Medical Engineering of Kenya
Experience	Three (3) years of practice
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organizational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

32.7 Working Environment

The job holder works in a normal office environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people behaviours. She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

32.8 Level of Supervision/Guidance Required

Minimum level of supervision

32.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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33 SUB-COUNTY MEDICAL LABORATORY TECHNOLOGIST

33.1 Job Information

Job Title		Sub-County Medical Laboratory Technologist
Job Relationships	**Reports to**	Sub-County Medical Officer of Health
	Supervises	Laboratory personnel within the sub-county
	Works closely with	SCHMT, County Medical Laboratory Coordinator
	Contacts	Development partners, FBO partners and CHMTs

33.2 Job Purpose

This job exists to ensure availability of quality laboratory diagnostic technology to aid in management of patients within the sub-county.

33.3 Tools and Equipment

- Office space and furniture
- Computers and accessories
- Transport facilities
- Laboratory guidelines

33.4 Duties and Responsibilities

- Oversees implementation of laboratory policies and guidelines within the sub-county
- Mentoring and coaching of laboratory staff
- Requisitioning of laboratory consumables and equipment
- Ensuring quality control and assurance procedures
- Participate in work planning and performance management

33.5 Key Performance Indicators

- Number of policies and guidelines available
- Number of staff mentored
- Number of supervisions conducted
- Number of filled requisition voucher/inventory
- Work plans developed/appraisal forms filled

33.6 Job Specifications

QUALIFICATIONS	ESSENTIAL
Academic	Degree in Medical Laboratory Sciences Diploma in Medical Laboratory Sciences
Professional	Registered with Kenya Medical Laboratory Technicians and Technologists Board
Experience	Three (3) years and above
Essential skills/competence	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills
Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Fairness Å Confidentiality

33.7 Working Environment

Based at the Sub-County Headquarters

33.8 Level Of Supervision/Guidance Required

Minimum level of supervision

33.9 Authority, Decision-making and Accountability

The job holder is accountable for his or her decisions and actions. He or she makes routine operational and technical decisions within the section, but is expected to consult with the SCMOH on any non-routine matters. She or he should exercise initiative, discretion and be proactive in carrying out duties.

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GOVERNMENT OF MAKUENI COUNTY
COUNTY HEADQUARTERS BUILDING
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P.O.Box 78-90300 Makueni
Email;contact@makueni.go.ke

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