COUNTY GOVERNMENT OF GARISSA

COUNTY PUBLIC SERVICE BOARD

Opportunities to serve the County Government of Garissa

The County Public Service Board, wishes to recruit competent and qualified persons to fill the following vacant positions. Visit www.garissa.go.ke for the detailed job descriptions.

Job Title	Reference	Job Group	Terms of Service
1. Chief Executive Officer (CEO) – Garissa County Level (5) Referral Hospital (1 Post)	**GCPSB/HEALTH /2025/6/014**	**CPSB 03**	**Contract Term of Six (6) Years**
2. Assistant Director, Nutrition & Dietetics Services (1 Post)	**GCPSB/HEALTH /2025/6/015**	**CPSB 05**	**P & P**

Individuals applying for these positions must be Kenyan Citizens, with the qualification, skills and experience as outlined in the detailed job description for the position you are applying for.

You will also be conversant with the Constitution of Kenya and all the devolution laws, demonstrate understanding and commitment to National values and principles of governance as outlined in articles 10 and 232 of the Constitution of Kenya 2010, and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity. Also of importance is a clearly demonstrated understanding of both the county and national goals, policies development strategies as well as Vision 2030.

All applications should include a copy of your National Identity Card/Passport, copies of Academic and Professional Certificates, testimonials, registrations, and current statutory clearances: KRA, HELB, EACC, CRB and CID (certificate of good conduct).

How to Apply

Applications, should be sent or submitted in a sealed envelope clearly marked on the left-hand side, the position being applied for and addressed to:

The Secretary/CEO
County Public Service Board
P.O. Box 563-70100
Garissa

The County Public Service Board Office is located at the Urban Planning Offices (former municipal Council) along Airstrip Road.

All applications should reach us on or before **Friday, 20th June 2025**. Please note that:

- Canvassing will lead to automatic disqualification
- Only short-listed candidates will be contacted;
- Garissa County is an equal opportunity employer that values and encourages applications from women and persons with special needs

COUNTY GOVERNMENT OF GARISSA

COUNTY PUBLIC SERVICE BOARD

Job description

Chief Executive Officer (CEO)– Garissa County Level (5) Referral Hospital (1 Posts)
Ref: GCPSB/Health/2025/6/014
Terms of Service - Contract Terms

Duties/Responsibilities

- To ensure that the level 5 hospital's strategic plan is implemented efficiently, the performance contact objectives and targets are negotiated, achieved and reported in time and the annual operations plan and budgets prepared and submitted in compliance with statutory requirements.
- To oversee and direct development and implementation of the hospital's strategic initiatives and capacity building in line with goals and aspiration of Kenya's Vision 2030 and the National Health Sector Strategic Plans.
- To provide the needed transformational leadership of level 5 hospital to meet citizens' expectation in line with the new constitution of Kenya.
- To initiate, establish, strengthen and oversee inter-institutional collaborations and strategic partnerships for the realization of the hospitals mandate and strategic objectives.
- To ensure that hospital's staff remains motivated to discharge their responsibilities effectively and efficiently and in compliance with Human Resource Management Policies and Practices.
- To establish and sustain effective relationship with Board of Management, the Government, Parent Ministry, Regulation Bodies, Partners/Collaborators, Funding Agencies, the Media, other stakeholders and staff in the interest of the hospital and its clientele.
- To promote a culture of compliances with regulations, statutory requirements, good corporate governance principles and best practices in the hospital.
- Human resource and talent growth: oversee organization talent strategy. Work closely with the team on long-term planning, incentive structures and infusing HR operations with innovation and creativity. Mentor and develop the senior management team. Develop an organizational culture that is inclusive and embraces diversity-where all staff, whatever their background and role, feel supported, valued, listened to, empowered and involved and where the needs of patients are put first.
- Service delivery and quality: Bears ultimate responsibility for clinical governance, patient safety, compliance and overall delivery of high-quality, cost-effective services to consumers of healthcare facility. Maintain organization reputation as the highest quality healthcare hospital in the region. Create a culture of ongoing performance improvement, patient-centeredness and consistency of quality of service.

Requirement for Appointment

- A bachelor's degree in a health-related discipline, or any other related field from a recognized university;
- A master's degree in health administration/ health management, business administration, or any business-related field from a recognized university;
- Minimum of (10) years' experience of progressive responsibility in an integrated health care system;
- The candidate must have Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- Must have leadership course lasting not less than four (4) weeks from a recognized institution;
- Demonstrate ability to timely deliver on the strategic plan of the hospital, targets, and any other Board's outlined deliverables;
- Demonstrate financial acumen with the ability to manage cost and revenues;
- Demonstratable familiarity and experience in healthcare quality management will be an added advantage;
- An outstanding record that reflects respect for ethics and fiscal stewardship;
- An established track record of good business judgement and financial acumen;
- Proven ability to build collaborative/impactful relationships with a diverse group of internal/external stake holders;
- Exceptional problem-solving ability – both systematic and data based: the ability to be creative and intuitive, with a flair of thinking outside the box;
- Previous experience in a similar position is an added advantage;
- The candidate must have Certificate in management course lasting not less than four (4) weeks from a recognized institution;

Assistant Director, Nutrition and Dietetics (1 Post)
REF: GCPSB/Health/2025/6/015
Terms of Service – Permanent & Pensionable

Duties and Responsibilities

- Developing and implementing Nutrition policies and programs
- Coordinating provision of nutrition activities
- Developing and reviewing nutrition guidelines
- Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions
- Coordinating the development of nutrition information, education, promotion and communication materials.
- Coordinating the development and provision of specialized diets for specialized needs
- Overseeing the management of inpatients and outpatients in health care facilities.
- Coordinating preparation of hospital menus and diets
- Monitoring and review of programs and projects
- Identifying areas of research, validity, new findings for adoption and disseminating the findings to key stakeholders, support relevant research institutions to conduct nutrition research.
- Advising on procurement and distribution of nutrition equipment's and commodities and coaching and mentoring of staff

Requirement for Appointment

- A Bachelor's degree in any of the following discipline; Nutrition and dietetics, dietetics/clinical nutrition, Food Science and nutrition or Home Economics from recognized Institution;
- Master of Science of the following discipline; Nutrition and dietetics, Clinical Nutrition and dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home economics from a recognized Institution is an added advantage;
- Registration with the Kenya Nutritionist and Dieticians Institute (KNDI);
- Previous experience in a similar position is an advantage;
- Certificate in Computer applications skills from a recognized institution