



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



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### **ADVERTISEMENT FOR VACANCIES**

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

#### **DEPARTMENT OF HEALTH SERVICES**

#### **17. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III: NO. OF VACANCIES - FIVE (5)**

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

#### **Requirements for Appointment:-**

- Diploma in Health Records and Information Technology from a recognized institution;
- Registration with the association of medical records officers (Kenya); and
- Certificate in computer application Skills from a recognized Institution.

#### **Duties and Responsibilities:-**

- Receiving and registering patients at hospital reception;
- Booking appointment for patients to specialist and consultants clinics;
- Storing and retrieving medical records and documents;
- Preparing clinics;
- Updating bed bureaus;
- Capturing data from service points;
- Maintaining record safety and confidentiality; and
- Directing patients to relevant clinics.

