



## KENYATTA NATIONAL HOSPITAL

### VACANCY

Kenyatta National Hospital is a Government State Corporation whose vision is to be a world class referral hospital in the provision of innovative and specialized healthcare. The Hospital seeks to recruit dynamic, highly motivated, innovative and experienced individuals to fill the following vacant positions;

#### **1) SENIOR DIRECTOR, KENYATTA PRIME CARE CENTRE (KPCC), JOB GROUP KNH 2 (1 POST)**

##### **Job purpose**

The Director, Kenyatta Prime Care Centre (KPCC) will be responsible to the Chief Executive Officer for overall coordination and control of all services in the Directorate.

##### **Duties and Responsibilities**

- a) Providing strategic leadership that ensures delivery of specialized quality health services;
- b) Formulating, implementing and reviewing policies, procedures and strategies for improved service delivery;
- c) Establishing strategic partnerships and collaboration with stakeholders;
- d) Promoting research, innovation and technology transfer;
- e) Ensuring proper management, utilization and accountability of all KPCC resources;
- f) Developing resource mobilization strategy to support provision of clinical and administrative services;
- g) Ensuring maintenance of accurate and up to date database of all clinical assets including research projects and intellectual properties;
- h) Liaising with agencies in the health sector for the support, expansion, maintenance and streamlining of the hospital's health services in-line with the national health policy guidelines;
- i) Providing technical and professional guidance to team members and management as required;
- j) Participating in the formulation of national policies and plans for the overall development of health services in the country;
- k) Preparing and submitting all monthly, quarterly and annual reports for the Directorate;
- l) Preparing Board of Management papers for the Directorate for approval;
- m) Identifying training needs for the Directorate staff;

- n) Provide guidance in manpower planning;
- o) Participating in the development and review of the KPCC strategic plan;
- p) Participating in various committees in the Institution;
- q) Formulating professional standards and ethics governing practices in the Directorate.

### **Qualifications and Work Experience**

- a) Master's degree in any clinical/social Science/business management discipline from a recognized institution
- b) Bachelor's degree in any clinical/social science/business management discipline from a recognized institution.
- c) A minimum period of Twelve (12) years relevant work experience with at least eight (8) years' experience in Senior Management position.
- d) Registration Certificate from a recognized professional body.
- e) Membership in good standing from a recognized professional body.
- f) Leadership course lasting not less than six (6) weeks from a recognized institution.
- g) Evidence of training in governance and senior management.
- h) Evidence in proficiency in computer skills.
- i) Compliance with the requirements of Chapter six (6) of the Constitution of Kenya, 2010

**This position is on a five (5) year contract renewable once subject to satisfactory performance.**

## **2) SENIOR DIRECTOR, CORPORATE SERVICES, JOB GROUP KNH 2 (1 POST)**

### **Job Purpose**

The purpose of the office of the Senior Director, Corporate Services is to provide strategic administrative support to ensure effective provision of specialized clinical services, diagnostic services, training of health professional, research and participation in National Health Planning. The office ensures optimal utilization of resources and provides overall leadership in support services in the Hospital that includes Finance, Facilities & Services, Human Resource, Planning and Strategy, Administration, Marketing & Communication and Security & Safety Services.

### **Duties and Responsibilities**

- a) Provides overall leadership in corporate functions in the Hospital to ensure delivery of quality specialized health care services, training of health care professionals and conduct research;
- b) Coordinate Finance, Facilities & Services, Human Resource, Administration

Marketing & Communications, Planning & Strategy and Security & Safety Services activities in the Hospital;

- c) Coordinate development of policies, plans and strategies in the functional areas of Finance, Facilities & Services, Human Resource, Administration Marketing & Communications, Planning and Strategy and Security & Safety Services;
- d) Coordinate the timely preparation of Medium-Term Expenditure Framework and Budget Estimates;
- e) Foster a culture that promotes professionalism, team work, optimal performance and innovation throughout the Hospital;
- f) Oversee prudent financial management, budgeting and budgetary controls in compliance with Public Finance Management Act 2012 and other applicable circulars;
- g) Oversee management of all Hospital assets;
- h) Oversee compliance with all legislative requirements relating to corporate services;
- i) Oversee proper management, utilization and accountability of all the Hospital's resources;
- j) Coordinate resource mobilization to support provision of services in the hospital;
- k) Oversee development of performance management initiatives in the Hospital;
- l) Spearhead strategies to promote optimal Customer Relations Management;
- m) Spearhead strategies to ensure Hospital's staff remains motivated to discharge their responsibilities effectively and efficiently in compliance with human resource management policies and practices;
- n) Formulate strategies to foster effective communication within the Hospital.
- o) Principal Assistant to the Chief Executive Officer
- p) Preparing work plans for implementing Hospital's strategies for resource mobilization;
- q) Preparing executive reports on corporate services for presentation to the Board of Management;
- r) Negotiate performance contract targets and monitor implementation
- s) Providing advisory on management of corporate services;
- t) Promoting industrial harmony for enhancement of organizational performance;
- u) Coordinating engagement with the hospital stakeholders;
- v) Signatory to all Hospital Accounts;
- w) Participating in the Executive Management Committee of the Hospital.

### **Qualifications and Work Experience**

- a) Master's degree in any of the following Social Sciences: Public Administration, Finance, Commerce, Human Resource, Supply Chain Management, Information Technology, Business Management/Administration, Law or its equivalent

- qualification from a recognized institution.
- b) Bachelor's degree in any of the following Social Sciences: Public Administration, Finance, Commerce, Human Resource, Supply Chain Management, Information Technology, Business Management/Administration, Law or its equivalent qualification from a recognized institution.
- c) Leadership/Management Course lasting not less than six (6) weeks from a recognized institution
- d) Registration with and holder of a current practicing license from a relevant professional body;
- e) Demonstrated high professional competence and administrative capability.
- f) Compliance with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
- g) A minimum period of twelve (12) years relevant work experience with at least eight (8) years' experience in senior management position.

**This position is on a five (5) year contract renewable once subject to satisfactory performance.**

### **3) MEDICAL SPECIALIST (ORTHOPAEDIC), JOB GROUP KNH5; (3 POSTS) (KNH Othaya Hospital) Re-Advertisement**

#### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Orthopaedic) will be expected to take full responsibility for patients under his/her care.

#### **Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "First-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and

- l) Preparing medical reports.

### **Qualifications and Experience**

- a) Master's degree in Orthopaedic Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub specialization in a relevant clinical disciplines;
- d) Specialist recognition certificate as an Orthopaedic Surgeon from the Medical Practitioners' and Dentist Board
- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer, or comparable position.
- f) Certificate in a management course lasting not less than four (4) weeks
- g) Registration Certificate by the Medical Practitioners and Dentists Board.
- h) Valid practicing license from Medical Practitioners and Dentists Board.
- i) Retention in the Medical Practitioners and Dentist Board register.
- j) Professional Indemnity Cover.
- k) Evidence in knowledge and proficiency in computer applications.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **4) MEDICAL SPECIALIST (RHEUMATOLOGIST), JOB GROUP KNH5; (1 POST)**

#### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Rheumatology) will be expected to take full responsibility for patients under his/her care.

#### **Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Review Patients in clinical areas when consulted;
- c) Conducting major ward rounds and post admission ward rounds;
- d) Participate in running of Rheumatology clinics;
- e) Participate in research;
- f) Participate in training of postgraduate and Undergraduate students, undertaking medico-legal duties;.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out health education and promotion;
- i) Preparing medical reports;
- j) Any other duties as delegated by appropriate authority.

### **Qualifications and Experience**

- a) Master's degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub specialization in a relevant clinical disciplines;
- d) Specialist recognition in Internal Medicine from the Medical Practitioners' and Dentist Board
- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.
- f) Post MMED training in Rheumatology (physical or online)
- g) Fellowship in rheumatology is an added advantage.
- h) Registration Certificate by the Medical Practitioners and Dentists Board.
- i) Retention in the Medical Practitioners and Dentist Board register.
- j) Professional Indemnity Cover.
- k) Evidence in knowledge and proficiency in computer applications.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

### **5) MEDICAL SPECIALIST (GASTROENTEROLOGY), JOB GROUP KNH5 ; (1 POST)**

#### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Gastroenterology) will be expected to take full responsibility for patients under his/her care.

#### **Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Review patients with Gastroenterology disorders (and other medical conditions) in the various clinical areas throughout the hospital when called upon;
- c) Conducting major ward rounds and post admission rounds in the attached ward
- d) Conducting weekly clinics and endoscopy list;
- e) Conducting research and clinical audits;
- f) Training, supervising and mentoring postgraduate students, Medical Officers, Medical Intern and other students cadres;
- g) Undertaking medico-legal duties;
- h) Preparing medical reports.

### **Qualifications and Experience**

- a) Master's degree in Internal Medicine or equivalent qualification from an

- institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
  - c) Sub specialization in a relevant clinical disciplines;
  - d) Specialist recognition in Internal Medicine from the Medical Practitioners' and Dentist Board
  - e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.
  - f) Fellowship/ Certificate or proven interest in gastroenterology sub speciality;
  - g) Registration Certificate by the Medical Practitioners and Dentists Board.
  - h) Retention in the Medical Practitioners and Dentist Board register.
  - i) Professional Indemnity Cover.
  - j) Evidence in knowledge and proficiency in computer applications.
  - k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**6) MEDICAL SPECIALIST (RADIOLOGY), JOB GROUP KNH5 ; (1 POST)KNH Othaya Hospital)**

**Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Radiology) will be expected to take full responsibility for patients under his/her care.

**Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "First-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- f) Undertaking medical examinations and preparing Medical Board Proceedings.
- g) Carrying out community diagnosis, care and treatment;
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- i) Conducting disease surveillance, prevention and control;
- j) Carrying out health education and promotion; and
- k) Preparing medical reports.

**Qualifications and Experience**

- a) Master's degree in Radiology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized

institution by the Medical Practitioners and Dentists Board.

- c) Sub specialization in a relevant clinical disciplines;
- d) Specialist recognition in Radiology from the Medical Practitioners' and Dentist Board
- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer, or comparable position.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

## **7) MEDICAL SPECIALIST (ENT), JOB GROUP KNH5 ; (2 POSTS) (1 post for KNH Othaya Hospital)**

### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (ENT) will be expected to take full responsibility for patients under his/her care.

### **Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "First-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

### **Qualifications and Experience**

- a) Master's degree in ENT or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBCChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub specialization in the relevant clinical disciplines;
- d) Specialist recognition in ENT from the Medical Practitioners' and Dentist Board



- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer, or comparable position.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**8) MEDICAL SPECIALIST (DERMATOLOGY), JOB GROUP KNH5: (2 POSTS)  
(Re-Advertisement)**

**Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Dermatology) will be expected to take full responsibility for patients under his/her care.

**Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "First-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Undertaking medical examinations and preparing Medical Board Proceedings.
- f) Carrying out community diagnosis, care and treatment;
- g) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- h) Conducting disease surveillance, prevention and control;
- i) Carrying out health education and promotion; and
- j) Preparing medical reports.

**Qualifications and Experience**

- a) Master's degree in Dermatology or Masters of Science in Dermatology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Dermatology or undergone a two (2) years post training attachment or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition in Dermatology from the Medical Practitioners' and Dentist Board
- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.

- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya,2010

**9) MEDICAL SPECIALIST (PAEDIATRIC SURGERY), JOB GROUP KNH5 (1 POST)  
(Re-Advertisement)**

**Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Paediatric Surgery) will be expected to take full responsibility for patients under his/her care.

**Duties and Responsibilities**

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking “First-on-Call” duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

**Qualifications and Experience**

- a) Master’s degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Paediatric Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition in Paediatric Surgery from the Medical Practitioners’ and Dentist Board
- e) A minimum period of eight (8) years’ relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.

- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya,2010

## **10)MEDICAL SPECIALIST (PAEDIATRIC), JOB GROUP KNH5 (1 POST)**

### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (Paediatric) will be expected to take full responsibility for patients under his/her care.

### **Duties and Responsibilities**

- m) Reviewing patients and instructing in writing all the recommendations;
- n) Undertaking “First-on-Call” duties including clerking, investigating and managing patients;
- o) Conducting weekly clinic and theatre days;
- p) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- q) Performing emergency surgeries.
- r) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- s) Undertaking medical examinations and preparing Medical Board Proceedings.
- t) Carrying out community diagnosis, care and treatment;
- u) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- v) Conducting disease surveillance, prevention and control;
- w) Carrying out health education and promotion; and
- x) Preparing medical reports.

### **Qualifications and Experience**

- k) Master’s degree in Paediatric or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- l) Bachelor of Medicine and Bachelor of Surgery (MChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- m) Sub specialization in a relevant clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- n) Specialist recognition as a Paediatrician from the Medical Practitioners’ and Dentist Board
- o) A minimum period of eight (8) years’ relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.
- p) Registration Certificate by the Medical Practitioners and Dentists Board.

- q) Retention in the Medical Practitioners and Dentist Board register.
- r) Professional Indemnity Cover.
- s) Evidence in knowledge and proficiency in computer applications.
- t) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya,2010

### **11)MEDICAL SPECIALIST (OBS & GYNAE), JOB GROUP KNH5 (1 POST**

#### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist (OBS & GYNAE ) will be expected to take full responsibility for patients under his/her care.

#### **Duties and Responsibilities**

- y) Reviewing patients and instructing in writing all the recommendations;
- z) Undertaking “First-on-Call” duties including clerking, investigating and managing patients;
- aa)Conducting weekly clinic and theatre days;
- bb)Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- cc) Performing emergency surgeries.
- dd)Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- ee)Undertaking medical examinations and preparing Medical Board Proceedings.
- ff) Carrying out community diagnosis, care and treatment;
- gg)Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- hh)Conducting disease surveillance, prevention and control;
- ii) Carrying out health education and promotion; and
- jj) Preparing medical reports.

#### **Qualifications and Experience**

- u) Master’s degree in OBS & GYNAE or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- v) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- w) Sub specialization in the relevant clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- x) Specialist recognition in OBS & GYNAE from the Medical Practitioners’ and Dentist Board
- y) A minimum period of eight (8) years’ relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.
- z) Registration Certificate by the Medical Practitioners and Dentists Board.
- aa)Retention in the Medical Practitioners and Dentist Board register.
- bb)Professional Indemnity Cover.

- cc) Evidence in knowledge and proficiency in computer applications.
- dd) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

## **12) MEDICAL SPECIALIST (PSYCHIATRIST), JOB GROUP KNH5, (2 POSTS) (Re-Advertisement)**

### **Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Psychiatrist) will be expected to take full responsibility for patients under his/her care.

### **Duties and Responsibilities**

- a) Assessing and managing patients;
- b) Conducting clinics;
- c) Training, supervising and mentoring postgraduate students, Medical Officers, Medical Intern and other students;
- d) Undertaking medico-legal duties including writing court reports and attending court sessions when required;
- e) Participating in medical examinations and in medical board proceedings;
- f) Participating in community diagnosis, prevention and treatments;
- g) Carrying out health education and promotion;
- h) Preparing medical reports; and
- i) Undertaking any other duties as may be assigned.

### **Qualifications and Experience**

- a) Master's degree in Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in any of the psychiatry field or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition as a psychiatrist from the Medical Practitioners' and Dentist Board
- e) A minimum period of eight (8) years' relevant work experience, three of which should have been at the level of Senior Medical Officer or comparable position.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

## **13) PHARMACIST, JOB GROUP KNH 7 (1 POST)**

### **Job Purpose**

An officer at this level will be responsible to the Senior Pharmacist in provision of pharmaceutical services in the Hospital.

### **Duties and Responsibilities**

- a) Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patients convenience;
- b) Preparing and dispensing of medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- c) Making of extemporaneous preparations; ordering, receiving, storage and issuing of pharmaceuticals;
- d) Participating in ward rounds to identify and advise on medicinal use, gaps and challenges;
- e) Filing and safe custody of patients prescription records;
- f) Responding to requests on medicine information from the general public and health workers;
- g) Monitoring, documenting and reporting of medication errors; and
- h) Preparing and disseminating drug availability lists to various specialist clinics.

### **Qualification and Experience**

- a) Bachelor of Pharmacy Degree from an institution recognized by the Pharmacy and Poisons Board.
- b) Successfully completed one (1) year Internship.
- c) Professional Indemnity Cover.
- d) Registered by the Pharmacy and Poisons Board.
- e) Valid practicing license from Pharmacy and Poisons Board.
- f) Evidence in knowledge and proficiency in computer application.
- g) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

## **14) SENIOR ASSISTANT REGISTERED NURSE, JOB GROUP KNH9 (2 Posts) (Neonatal Nursing) (KNH Othaya Hospital)**

### **Job purpose**

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

### **Duties and Responsibilities**

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.

- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients' admission and initiating discharge plans.
- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling clinical data.

### **Qualifications and Experience**

- a) Higher Diploma in Neonatal Nursing.
- b) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- c) Registered with the Nursing Council of Kenya.
- d) Valid Practising License from Nursing Council of Kenya.
- e) Certificate in computer applications.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **15) PRINCIPAL BIO-MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP KNH6 (1 POST)**

### **Job Purpose**

An Officer at this level will be responsible to the Senior Principal Bio-Medical Engineering Technologist in provision of Bio-Medical Engineering Services in the Hospital.

### **Duties and Responsibilities:**

- a) Planning and supervision of complete Hospital medical equipments;
- b) Monitoring and supervision of works in progress;
- c) Assisting in the preparation of monthly physical progress of Hospital medical equipments;
- d) Preparing bill of quantities and scheduling of Medical Equipments;
- e) Ensuring compliance with specifications and standards;
- f) Arranging for the testing and preparation of cost estimates and schedule of medical equipments.
- g) Allocation of duties and supervision of staff.

### **Qualification and Experience:**

- a) Bachelor's degree in Medical Engineering Technology or any other approved and relevant qualification from a recognized institution.
- b) Served in the grade of Senior Technologist (Medical Engineering) or a comparable position for a minimum period of at least five (5) years.
- c) Registered with the relevant professional body.

- d) Valid Practising licence.
- e) Proficiency in computer applications
- f) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**16) ASSISTANT BIO-MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP KNH10 (3 POSTS)**

**Job Purpose**

The Assistant Medical Engineering Technologist will be responsible to a Medical Engineering Technologist in the provision of Bio-Medical Engineering Services in the Hospital.

**Duties and Responsibilities:**

- a) Carrying out assigned duties of sectional works as per set targets;
- b) Receiving, utilizing and accounting for materials and spares;
- c) Ensuring safe and efficient use of tools and equipment in the section;
- d) Carrying out Medical equipment installation works and duties in line with set standards, practices, observations and guidelines applicable in the unit;
- e) Ensuring all job cards of works assigned are duly completed and returned to the supervisor;
- f) Observing cleanliness, orderliness, at personal level and at work place;
- g) Ensuring punctuality, availability, and efficient use of all working hours;
- h) Participating in committee meetings as appropriate;
- i) Ensuring the safety and security of self, staff clients, and facilities;
- j) Ensuring that the overall activities meet the requirements of quality management and environmental policies and legal stipulations.
- k) Interpretation of Architectural and Engineering drawings.

**Qualification and Experience**

- a) Diploma in Medical Engineering Technology or equivalent from a recognized institution.
- b) Registration with relevant professional body.
- c) Proficiency in computer applications
- d) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**17) MANAGER, MARKETING AND COMMUNICATION, JOB GRADE KNH5 (1 POST)**

**Job Purpose**

The Manager, Marketing & Communication will be responsible to the Chief Manager, Marketing and Communication in provision of Marketing & Communication services.



### **Duties and Responsibilities:**

- a) Develop and oversee the implementation of departmental work plans, budget and performance;
- b) Overseeing organization of a platform to enhance strategic engagement with the public;
- c) Produce engaging and insightful content in a variety of different formats (including videos)
- d) Develop original ideas and creative communication products for ongoing and emerging narratives;
- e) Plan and manage the design, content and production of new marketing materials;
- f) Prepare press release, media invites and detailed media activity reports;
- g) Understanding customers' needs and developing plans to address them;
- h) Acknowledge and resolve customer complaints quickly and efficiently;
- i) Spearheading customer and employee satisfaction surveys.

### **Qualification & Experience:**

- a) Master's degree in any of the following disciplines; Mass Communication, International Relations, Communication, Marketing, Information Sciences, Public Relations, Journalism, Social Sciences or any other approved equivalent qualifications from a recognized institution
- b) Bachelor's Degree in any of the following disciplines; Mass Communication, Studies, Journalism, International Relations, Commerce (Marketing Option), Business Administration (Marketing Option), Communication Studies or Public Relations or its equivalent qualification from a recognized institution
- c) Served for a minimum period of eight (8) years relevant work at least three (3) years' experience in a supervisory capacity.
- d) .Membership with to a relevant professional body.
- e) Management course lasting not less than four (4) weeks from a recognized institution.
- f) Proficiency in computer applications.
- g) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **18) ASSISTANT DENTAL TECHNOLOGIST, JOB GROUP KNH10 (2 POSTS)**

### **Job Purpose**

The Assistant Dental Technologist will work under the supervision of a Senior Dental Technologist in the provision of quality dental technology services in the Hospital.

### **Duties and Responsibilities:**

- a) Assessing patients' needs;

- b) Verifying and maintaining information relating to patients;
- c) Pouring plastic and stone models of dental prosthetics.
- d) Repairing and/or relining existing full and/or partial dentures.
- e) Arranging and clasping teeth for new wire or cast chrome partials.
- f) Assisting in banding wire for clasping and making soldered rests for partial dentures.
- g) Assisting in the construction of new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription;
- h) Recording bite relations on dental articulators; and
- i) Assisting in grinding, smoothing, and polishing dental prosthetics using finishing burrs and grinding equipment.

### **Qualification & Experience**

- a) Diploma in Dental Technology or its equivalent qualification from a recognized institution.
- b) Registration with the Professional/Regulatory body.
- c) Evidence of knowledge and proficiency in computer applications.
- d) Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

## **19) INFORMATION COMMUNICATION & TECHNOLOGY OFFICER (DATABASE ADMINISTRATION), JOB GROUP KNH8 (2 POSTS)**

### **Job Purpose**

The ICT Officer (Database administration) will be responsible for the performance, integrity and security of the Hospital databases.

### **Duties and Responsibilities**

- a) Establishes the needs of users and monitoring user access and security
- b) Creates and maintains all databases required for development, testing, training and production usage.
- c) Designing databases for maximal performance, scalability, flexibility, and reliability.
- d) Performs the capacity planning required to create and maintain the databases. The DBA works closely with system administration staff.
- e) Performs ongoing tuning of the database instances.
- f) Plans and implements backup and recovery of the databases.
- g) Controls migrations of programs, database changes, reference data changes and menu changes through the development life cycle.
- h) Implements and enforces security for all of the Databases.
- i) Performs database re-organizations as required to assist performance and ensure maximum uptime of the database.

- j) Puts standards in place to ensure that all application design and code is produced with proper integrity, security and performance. The DBA will perform reviews on the design and code frequently to ensure the site standards are being adhered to.
- k) Provides technical support to application development teams.
- l) Enforces and maintains database constraints to ensure integrity of the database.
- m) Administers all database objects, including tables, clusters, indexes, views, sequences, packages and procedures.
- n) Assists with impact analysis of any changes made to the database objects.
- o) Troubleshoots problems regarding the databases, applications and development tools.
- p) Create new database users as required.
- q) Manage sharing of resources amongst applications.
- r) The DBA has ultimate responsibility for the physical and logical database design.
- s) Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Qualification and experience**

- a) Bachelor's degree in any of the following field: Computer science, Computer software, Information Technology or equivalent qualification from a recognized institution
- b) Good knowledge of database security management.
- c) Good understanding of at least one of Linux or UNIX operating systems.
- d) DBA certification required: Oracle DBA, MCDBA, or equivalent.
- e) Complied with the requirements of chapter six (6) of the constitution of Kenya, 2010.

## **20)INFORMATION COMMUNICATION & TECHNOLOGY OFFICER (APPLICATION/ SYSTEMS DEVELOPMENT), JOB GROUP KNH8 (2 POSTS)**

### **Job Purpose**

The ICT Officer (Application/Systems Development) will be responsible for delivering high quality, maintainable and robust software solutions that fit the hospital end user requirements.

### **Duties and Responsibilities**

- a) Design and implement applications/solutions based on given requirements, documenting the designs and providing time estimates to meet business requirements
- b) Translate design requirements into reliable and user-friendly solutions using appropriate technologies, languages and tools.
- c) Modify existing or create new application programs to address business requirements
- d) Developing, optimizing and normalizing database structures to ensure optimal database performance of application systems.

- e) Developing interfaces for user data capture and generation of reports as required by users
- f) Produce automated Unit/Integration tests during development and support System/UAT testing in conjunction with interested parties.
- g) Integrate applications both internally developed as well as outsourced systems to ensure seamless exchange of data across multiple application systems and databases.
- h) Troubleshoot technical issues in software applications and identify modifications needed in existing applications to meet changing user requirements
- i) Give technical and business support to customers, helpdesk, Data Centre and other ICT personnel in order to meet business and operational needs
- j) Prepare and test sample datasets to ensure that output from new or modified systems work as intended.
- k) Conduct user acceptance testing to ensure the program can be used easily and functions as intended
- l) Write detailed documentation for the operation of the program by users and computer operators;
- m) Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Qualification and experience**

- a) Bachelor's degree in any of the following field: Computer science, Computer software, Information Technology or equivalent qualification from a recognized institution
- b) Fluent in at least two programming languages / tools e.g. demonstrated .NET development experience.
- c) Knowledge of Object Orientated (OO) principles and OO Design experience
- d) Experience and technology competence in using .Net with Visual Studio, ADO.net, HTTP, HTML, Javascript, ORACLE, MSSQL, SVN, ASP, C#. (Evidence provided by previous industry experience or relevant certifications).
- e) Complied with the requirements of chapter six (6) of the constitution of Kenya, 2010

## **21) INFORMATION COMMUNICATION & TECHNOLOGY OFFICER (NETWORK & INFRASTRUCTURE ADMINISTRATION), JOB GROUP KNH8 (4 POSTS)**

### **Job Purpose**

The ICT Officer (Network & Infrastructure administration) will be responsible for Analysis, design, installation, configuration, maintaining and repair of the network, server and application infrastructure components.

### **Duties and Responsibilities**

- a) Design, setup and configure complex switching environments and complex wireless networks that support secured access and the ability to support voice and video applications.
- b) Configure and setup Cisco Firewalls, VPN Concentrators and Security appliances for access to vital mission critical applications
- c) Maintain network security through proper configuration of VPN and Firewalls.
- d) Setup and maintain the LAN and its associated components (switches, structured cabling, power provisioning etc.).
- e) Install, configure, and maintain various types of hardware and software and monitoring the performance of servers at all times.
- f) Assist in the design of multi-server environments including IP address schemes, DNS, WINS.
- g) Configure, manage, and implement various operating systems.
- h) Maintenance of both the wired & wireless network inclusive of performance, security, throughput and upgrades.
- i) Implement network upgrades by developing, testing, evaluating, and installing enhancements.
- j) Create and maintain comprehensive documentation for all implemented networks.
- k) Implementing effective maintenance of all hardware inclusive of enterprise hardware such as servers, storage, switches, routers, and UPS's.
- l) Troubleshooting of network hardware and software applications, IP Phones and security systems to resolve operational issues and restore services.
- m) To ensure that all work and changes to infrastructure components are performed in such a way as to minimize disruptions to existing ICT services.
- n) To assist in keeping track of the Hospital's infrastructure assets and ensure that the infrastructure and data is kept secure at all times.
- o) To ensure that technology is used, managed and supported in accordance with the Hospital's standards, policies and procedures.
- p) Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Qualification and experience**

- a) Bachelor's degree in any of the following field: Computer science, Electrical Engineering, Information Technology or equivalent qualification from a recognized institution.
- b) Relevant Networking and server certification e.g. CCNA, CCNP, MCP, MCSA etc.
- c) Knowledge of VOIP implementation and support
- d) Knowledge and understanding of Operating System fundamentals especially UNIX, Linux and Oracle Solaris.
- e) Complied with the requirements of chapter six (6) of the constitution of Kenya, 2010

## **22) INFORMATION COMMUNICATION & TECHNOLOGY OFFICER (IT SECURITY), JOB GROUP KNH8(1 POST)**

### **Job Purpose**

The ICT Officer (IT security) will be responsible for installing, administering, and troubleshooting the organization's IT security solutions to ensure protection of the critical information asset of the hospital.

### **Duties and Responsibilities**

- a) Installing, administering, and troubleshooting network security solutions.
- b) Updating software with the latest security patches and ensuring the proper defenses are present for each network resource.
- c) Performing vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
- d) Configuring security systems, analyzing security requirements, and recommending improvements.
- e) Monitoring network traffic for suspicious behavior.
- f) Creating network policies and authorization roles and defending against unauthorized access, modifications, and destruction.
- g) Consulting with staff, managers, and executives about the best security practices and providing technical advice.
- h) Configuring and supporting security tools, such as firewalls and anti-virus software.
- i) Training staff to understand and use security protocols.

### **Qualification and experience**

- a) Bachelor's degree in any of the following field: Computer science, Computer software, Information Technology or equivalent qualification from a recognized institution.
- b) Professional certifications in CISSP, CISM, CISA, CompTIA Security+, CEH, NIST Cyber security Framework etc.
- c) Complied with the requirements of chapter six (6) of the constitution of Kenya, 2010

## **23) SENIOR ASSISTANT REGISTERED CLINICAL OFFICER (OPHTHALMIC) , JOB GROUP KNH9 (2 POSTS) KNH Othaya Hospital (Re-Advertisement)**

### **Job Purpose**

The Senior Assistant Registered Clinical Officer (Ophthalmic) shall be responsible to the Senior Registered Clinical Officer (Ophthalmic) for effective provision of quality health care services in the Hospital.

### **Duties and Responsibilities**

- a) History taking, examining, diagnosing, education and treating common ailments at an outpatient or inpatient in the hospital.
- b) Implementing community health care activities in liaison with other health workers.
- c) Guiding and counseling patients, clients and staff on health issues.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Assessing, preparing and presenting medico-legal reports.
- g) Training, guiding and mentoring students on internship.

### **Qualifications and Experience**

- a) Higher Diploma in Ophthalmology from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery from a recognized institution.
- c) Proven experience of at least one (1) years as an Ophthalmic Clinical Officer.
- d) Certificate of Registration from the Clinical Officers Council of Kenya.
- e) Valid practicing licence.
- f) Evidence in Proficiency in Computer Application.
- g) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **24) SENIOR ASSISTANT REGISTERED CLINICAL OFFICER (PERFUSION) , JOB GROUP KNH9 (1 POST)**

### **Job Purpose**

The Senior Assistant Registered Clinical Officer (Perfusion) shall be responsible to the Head of Department- Cardiology for effective provision of quality health care services in the Hospital.

### **Duties and Responsibilities**

- a) History taking, examining, diagnosing, education and treating common ailments at an outpatient or inpatient in the hospital.
- b) Implementing community health care activities in liaison with other health workers.
- c) Guiding and counseling patients, clients and staff on health issues.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Assessing, preparing and presenting medico-legal reports.
- g) Training, guiding and mentoring students on internship.

### **Qualifications and Experience**

- a) Higher Diploma in Perfusion or its equivalent from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery from a recognized institution.
- c) Proven experience of at least one (1) years as a Cardiology Clinical Officer.
- d) Certificate of Registration from the Clinical Officers Council of Kenya.
- e) Valid practicing licence.
- f) Evidence in Proficiency in Computer Application.
- g) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**25) SENIOR ASSISTANT REGISTERED CLINICAL OFFICER (AUDIOLOGY) , JOB GROUP KNH9 (1 POST)**

**Job Purpose**

The Senior Assistant Registered Clinical Officer (Audiology) shall be responsible to the Head of Department- ENT for effective provision of quality health care services in the Hospital.

**Duties and Responsibilities**

- a) History taking, examining, diagnosing, education and treating common ailments at an outpatient or inpatient in the hospital.
- b) Implementing community health care activities in liaison with other health workers.
- c) Guiding and counseling patients, clients and staff on health issues.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Assessing, preparing and presenting medico-legal reports.
- g) Training, guiding and mentoring students on internship.

**Qualifications and Experience**

- a) Higher Diploma in Audiology or its equivalent from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery from a recognized institution.
- c) Proven experience of at least one (1) years as an Audiology Clinical Officer.
- d) Certificate of Registration from the Clinical Officers Council of Kenya.
- e) Valid practicing licence.
- f) Evidence in Proficiency in Computer Application.
- g) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**26) SENIOR PRINCIPAL MEDICAL SOCIAL WORKER, JOB GROUP KNH5 (1 POST)**

**Job Purpose**

An officer at this level will be responsible to the Senior Principal Medical Social Worker for provision of medical social work in the Hospital..



### **Duties and Responsibilities**

- a) Oversee Development, implementation and review of Medical Social work policies, guidelines, standards and procedures;
- b) Lead in conducting research and disseminating findings on medical social work and planning to KNH and stakeholders.
- c) Provide leadership and mentorship to all Medical social workers in the hospital and interns Overs direct Supervision, control, training and development of staff.
- d) Coordinate, monitor the implementation of medical social work activities;
- e) Provide overall coordination of social work services in the hospital;
- f) Design programs and guidelines to address client's psychosocial problems.
- g) Organize, plan and coordinate training of all staff and students
- h) Oversee performance management activities.
- i) Create linkages and networking with related agencies and develop partnerships, Collaborations and Memorandum of understanding (MOU's) with partnering and potential institutions in liaison with the hospital management.
- j) Liaising with stakeholders in creating awareness of patient's psychosocial needs and soliciting for relevant support
- k) Implementing Policies on rehabilitation and treatment of patients.
- l) Participate in staff, recruitment and performance management.
- m) Participate in hospital committee meetings as appropriate
- n) Prepare monthly, quarterly and annual departmental reports
- o) Participate in development of the Departmental Annual Work plan
- p) Negotiate and sign personnel performance contract and develop suitable targets.
- q) Convene departmental monthly meetings with staff and ensure implementation of its recommendations.
- r) Assess and make decisions on complicated cases
- s) Carry out continuous review of documented policies and ensure they are up to date with hospital and national standards
- t) Develop project proposals and source for funds to support the department functions in meeting the patient's needs
- u) Plan and budget for social work activities

### **Qualification and Experience**

- a) Master's degree and Bachelors' degree in any of the following disciplines; Sociology, Social Work, Psychology, Mental Health, Counselling, Anthropology or its equivalent qualification from a recognized institution.
- b) Minimum eight (8) years relevant experience with at least three (3) years' experience as Principal Medical Social Worker or in a comparable role.
- c) Registration with Kenya Medical Social Workers Association.

- d) Certificate in Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- e) Valid practicing certificate
- f) Proficiency in computer applications.
- g) Shown merit and ability as reflected in work performance and results.
- h) ix) Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **27) ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP KNH 10 (1 POST)**

### **Job Purpose**

An officer at this level will be responsible to the Senior Occupational Therapist in provision of Occupational Therapy services in the Hospital.

### **Duties and Responsibilities**

- a) Providing occupational therapist services to patients;
- b) Assessing and formulating patients treatment plans;
- c) Examining and assessing patients' needs;
- d) Rehabilitation and habitation through simulated activities;
- e) Verifying and maintaining information relating to patients;
- f) Maintaining records and data relating to patients;
- g) Collecting data for operational research;
- h) Sensitizing on occupational therapy issues; and
- i) Preparing periodic reports.

### **Qualification and Experience**

- a) Diploma in Occupational Therapy or equivalent qualification from a recognized institution.
- b) Registration with Kenya Occupational Therapist Association.
- c) Proficiency in computer applications.
- d) Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **28) MANAGER, STRATEGY AND PERFORMANCE MANAGEMENT JOB GROUP KNH 5 (1 POST)**

### **Job Purpose**

An officer of this level will be responsible to the Chief Manager, Strategy and Performance Management in provision of strategy and performance management services.

### **Duties and Responsibilities**

- a) Assisting the coordination of the development and review of the Hospital's strategic plan and monitor its implementation;
- b) Developing and reviewing corporate strategic objectives and policies and ensure consistency with the National Plans;
- c) Cascading of the corporate strategic plan and alignment with performance contracts, annual work plans and appraisal system;
- d) Preparing the Performance Contracts, Monitor and Evaluate execution of the signed Performance Contracts;
- e) Formulating technological innovations to enhance departmental efficiency;
- f) Undertaking capacity building on strategy & policy formulation and Research for the Hospital's staff;
- g) Coordinating policy advocacy initiatives;
- h) Developing and reviewing stakeholder management strategies periodically.

**Qualification and Experience:**

- a) Master's Degree in any of the following disciplines: Economics, Mathematics, Statistics, Strategy or relevant field from the recognized University.
- b) A minimum of an upper second class honours degree in any of the following disciplines: Economics, Mathematics, Statistics, Strategy or relevant field from the recognized University.
- c) A minimum period of eight (8) years relevant work and at least three (3) years' experience in a supervisory capacity.
- d) Certificate in Leadership/Management Course lasting not less than 4 weeks.
- e) Evidence of proficiency and knowledge in Computer Applications.
- f) Shown merit and ability as reflected in work performance and results.
- g) Fulfil the requirements Chapter six (6) of the Constitution of Kenya, 2010.

**29)PRINCIPAL PLANNING, MONITORING AND EVALUATION OFFICER, KNH  
JOB GROUP 6 (1 POST)**

**Job Purpose**

An officer at this level will be responsible to Manager, Planning, Monitoring and Evaluation in provision of Planning, Monitoring statistical and evaluation services..

**Duties and Responsibilities**

- a) Supervising the collection of routine programme monitoring data and facilitating its integration into continuous quality improvement and programme development.
- b) Supervising, conducting and/or commissioning evaluation/impact assessment studies of key programmes and projects to ensure achievement of development outcomes and consistency with national goals and objectives.

- c) Assisting with the formulation of M&E recommendations for improving implementation performance and enhancing the design of policies and programmes.
- d) Developing operational reporting templates that facilitate the acquisition and aggregation of information on programmes, projects and activities.
- e) Coordinating the preparation of reports on all programmes; guiding staff in preparing these reports in accordance with approved reporting formats and ensures their timely submission.
- f) Monitoring resource utilization to ensure resources are utilized efficiently and in line with the approved budget and work-plans;
- g) Lead measurement, sampling, and survey strategy for all programs and projects in Hospital
- h) Research, test, and specify well targeted, achievable performance targets and key performance indicators for the Hospital's strategies and policies.

**Qualification and Experience:**

- a) A Bachelor's Degree in any of the following disciplines: Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, operation research, survey techniques, Strategy or relevant field from the recognized University.
- b) A minimum period of five (5) years relevant work experience in a reputable organisation.
- c) Evidence of proficiency and knowledge in Computer Applications and statistical packages.
- d) Fulfil the requirements Chapter six (6) of the Constitution Kenya, 2010

**30)MANAGER, CATERING SERVICES, JOB GROUP KNH5 (1 POST) (KNH Othaya Hospital) (Re-Advertisement)**

**Job Purpose**

The Catering Manager will be responsible to the Head of Department, Health Administration for provision of quality catering services in the Hospital.

**Duties and Responsibilities**

- a) Formulate strategies and business plans for enhanced delivery of catering services and innovation;
- b) Preparing departmental budget and procurement plan and ensure effective utilization of allocated financial and human resources;
- c) Ensuring the mandate and policies of the catering department are implemented fully and effectively as per the hospital's strategic plan and policies;
- d) Carry out quarterly SWOT and PESTLE analysis to identify factors that may influence the performance of the services at the department;

- e) Development of departmental standard operating procedures, meal plans and recipe manual according to customer specific dietary requirement;
- f) Oversee the creation and review of work schedules for effective and efficient deployment of staff in line with the changes in volume of work in the department;
- g) Monitoring and reviewing the departmental strategic plan;
- h) Ensure proper utilization and accountability of the departmental resources;
- i) Develop, negotiate, implement and monitor the departmental performance contract;
- j) Ensuring adherence by all catering staff to safety and environmental policies, statutory and regulatory requirements;
- k) Provide strategic leadership that will ensure excellent provision of catering services;
- l) Develop resource mobilization strategic to support provision of catering services;
- m) Foster a culture that promotes ethical and good corporate governance including the promotion of good industrial relations at the department;
- n) Approves departmental expenditure
- o) Develops and monitors adherence to departmental quality objectives to ensure set targets are met.

### **Qualification and Experience**

- a) Master's degree in either Hotel and catering Management/Hotel and Hospitality Management or Hospitality and Tourism Management or its equivalent qualification from a recognized institution;
- b) Bachelor's degree in either Hotel and catering Management/Hotel and Hospitality Management or Hospitality and Tourism Management or its equivalent qualification from a recognized institution;
- c) Management Course lasting not less than four (4) weeks from a recognized institution.
- d) Must have a certificate in computer application
- e) Complied with the requirements of Chapter Six (6) of the Constitution.

### **31)ENGINEERING TECHNOLOGIST (BUILDING), JOB GROUP KNH8 (1 POST) (Re-Advertisement)**

#### **Job Purpose**

An officer at this level will be responsible to the Senior Building Technologist in the provision of building services in the hospital.

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

- a) Supervision of building programmes.
- b) Compiling weekly reports.
- c) Monitoring and supervision of works in progress.

- d) Assisting in the preparation of monthly physical progress reports of projects.
- e) Ensuring compliance with specifications and standards.
- f) Arranging for testing of materials and preparation of cost estimates and schedule of materials for simple buildings and labour costs.
- g) Controlling of usage of materials.
- h) Supervision of Superintendents (Buildings).

### **Qualification and Experience**

- a) Bachelor degree in Engineering Technology or its equivalent qualification from a recognized institution.
- b) Valid practicing licence.
- c) Evidence in Proficiency in Computer Application.
- d) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **32)ENGINEERING TECHNOLOGIST (MOTOR VEHICLE), JOB GROUP KNH8 (1 POST)**

### **Job Purpose**

An officer at this level will be responsible to a Senior Motor Vehicle Technologist for provision of Motor Vehicle engineering services in the Hospital.

### **Duties and Responsibilities**

- a) Carrying out assigned duties of sectional works as per set targets;
- b) Receiving, utilizing and accounting for materials and spares;
- c) Ensuring safe and efficient use of tools and equipment in the section;
- d) Carrying out motor vehicle repair works and duties in line with set standards, practices, observations and guidelines applicable in the unit;
- e) Ensuring all job cards of works assigned are duly completed and returned to the supervisor;
- f) Observing cleanliness, orderliness at personal level and at workplace;
- g) Ensuring punctuality, availability and efficiency use of all working hours;
- h) Demonstrating evidence of successful participation in required training programs offered by the hospital;
- i) Participating in committee meetings as appropriate;
- j) Ensuring the safety and security of self, staff, client and facilities;
- k) Ensuring that the overall activities meet the requirement of quality management and environmental policies and legal stipulation;
- l) Interpretation of motor vehicle engineering drawings and technical manuals.

### **Qualification and Experience**

- a) Bachelor degree in Engineering Technology or its equivalent qualification from a recognized institution.
- b) Valid practicing licence.
- c) Evidence in Proficiency in Computer Application.
- d) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **33) ENGINEERING TECHNOLOGIST (ELECTRICAL), JOB GROUP KNH8 (1 POST)**

#### **Job Purpose**

An officer at this level will be responsible to the Principal Technologist for provision of electrical services in the Hospital.

#### **Duties and Responsibilities**

- a) Carrying out assigned duties of sectional works as per set targets;
- b) Receiving, utilizing and accounting for materials and spares;
- c) Ensuring safe and efficient use of tools and equipment in the section;
- d) Carrying out electrical installation repair works and duties in line with set standards, practices, observations and guidelines applicable in the unit;
- e) Ensuring all job cards of works assigned are duly completed and returned to the supervisor;
- f) Observing cleanliness, orderliness at personal level and at workplace;
- g) Ensuring punctuality, availability and efficiency use of all working hours;
- h) Demonstrating evidence of successful participation in required training programs offered by the hospital;
- i) Participating in committee meetings as appropriate;
- j) Ensuring the safety and security of self, staff, client and facilities;
- k) Ensuring that the overall activities meet the requirement of quality management and environmental policies and legal stipulation;
- l) Interpretation of Electrical engineering drawings and technical manuals)

#### **Qualification and Experience**

- a) Bachelor degree in Engineering Technology or its equivalent qualification from a recognized institution.
- b) Valid practicing licence.
- c) Evidence in Proficiency in Computer Application.
- d) Fulfilment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **34) ASSISTANT ENGINEERING TECHNOLOGIST (MECHANICAL), JOB GROUP KNH10 (1 POST)**

An officer at this level will be responsible to a Senior Mechanical Technologist in the provision of Mechanical Services in the Hospital.

### **Duties and Responsibilities**

- a) Carrying out assigned duties of sectional works as per set targets;
- b) Receiving, utilizing and accounting for materials and spares;
- c) Ensuring safe and efficient use of tools and equipment in the section;
- d) Carrying out mechanical installation works and duties in line with set standards, practices, observations and guidelines applicable to mechanical trade;
- e) Ensuring all job cards of works assigned are duly completed and returned to the supervisor;
- f) Observing cleanliness, orderliness, at personal level and at work place;
- g) Ensuring punctuality, availability, and efficient use of all working hours;
- h) Taking personal interest to pursue training in line with sectional and hospital staff development plan;
- i) Demonstrating evidence of successful participation in required training programs offered by the hospital;
- j) Participating in committee meetings as appropriate;
- k) Ensuring the safety and security of self, staff clients, and facilities;
- l) Ensuring that the overall activities meet the requirements of quality management and environmental policies and legal stipulations.
- m) Interpretation of Architectural and Engineering drawings.

### **Qualification and Experience**

- a) Diploma in Engineering Technology in any of the following fields Building and Civil, Mechanical, Electrical, Plant, Motor Vehicle Engineering.
- b) Registration with relevant professional body.
- c) Proficiency in computer applications
- d) Complied with the requirements of Chapter Six (6) of the Constitution

## **35) SENIOR PRINCIPAL NUTRITION AND DIETETICS OFFICER, JOB GROUP KNH 5 (1 POST) (Re-Advertisement)**

### **Job Purpose**

The Senior Principal Nutrition and Dietetics Officer shall be reporting to the Director - Medical Services, for the provision of nutrition services in the hospital. The Senior Principal Nutrition and Dietetics Officer will be responsible for planning, organizing, supervising and evaluating nutrition services.

### **Duties and Responsibilities**

- a) Planning, organizing and coordinating nutrition programmes in the hospital and providing nutrition consultancy support.



- b) Provide innovative, preventive and curative nutrition services to inpatients and outpatients in accordance with the Constitution.
- c) Set comprehensive performance targets in line with the KNH Strategic Plan 2018/2023 and ensuring their achievement.
- d) Formulating and reviewing of Nutrition Policies, Procedures and Guidelines.
- e) Facilitate training and research on Nutrition and Dietetics.
- f) Developing nutrition information, education, promotion and communication materials.
- g) Guiding on procurement of nutrition supplements and assessment tools.
- h) Prepare expenditure estimates for the department and ensure proper utilization of the allocated funds.
- i) Conduct audits and surveys on nutrition processes in the hospital.

### **Qualifications and Experience**

- a) Master's Degree in any of the following disciplines; Foods, Nutrition and Dietetics, Dietetics/clinical Nutrition, Food Science and Nutrition, Home Economics and Nutrition or its equivalent qualification from a recognized institution.
- b) Bachelor's degree in any of the following disciplines; Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics and Nutrition or its equivalent qualification from a recognized institution.
- c) Minimum six (6) years relevant experience with at least three (3) years' experience as Principal Nutrition and Dietetics Officer or in a comparable role.
- d) Certificate in Leadership / Management course.
- e) Registration by the Kenya Nutritionists and Dieticians Institute.
- f) Valid practicing certificate.
- g) Proficiency in computer applications.
- h) Shown merit and ability as reflected in work performance and results.
- i) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

### **36)RISK AND QUALITY ASSURANCE OFFICER, JOB GROUP KNH8 (2 POSTS)**

#### **Job Purpose**

An officer at this level will work under guidance and supervision of a Senior Risk & Quality Assurance Officer in provision of quality assurance service in the hospital.

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

- a) Coordinating quality systems in the assigned departments
- b) Implementing administrative policies regarding quality systems
- c) Sensitizing departmental quality assurance committee members.
- d) Supervising departmental quality assurance facilitators in quality systems activities.
- e) Facilitating training of Hospital staff on quality systems

- f) Participating in quality systems audits
- g) Assisting department in developing risk registers

**Qualification and Experience:**

- a) Bachelor's Degree in social sciences, biological sciences tor relevant field from the recognized University
- b) Evidence of proficiency and knowledge in Computer Applications.
- c) Fulfil the requirements Chapter six (6) of the Constitution of Kenya, 2010

**37)HUMAN RESOURCE OFFICER, JOB GRADE KNH8 (5 POSTS)**

**Job Purpose**

An officer at this level will be responsible to the Senior Human Resource Officer in provision of Human Resource Services in the Hospital.

**Duties and Responsibilities:**

- a) Coordinating human resource management activities in such areas as appointment, promotions, compliment control, staff development within the framework of the existing human resource policies and regulations;
- b) Maintaining of personnel bio-data and ensuring integrity and safety of information;
- c) Updating staff compliment and establishment;
- d) Processing employee employment details;
- e) Participating in preparing KNH's payroll;
- f) Preparing retirement notification letters;
- g) Preparing agenda for various Hospital committees;
- h) Advising employees on human resource policies and regulations;
- i) Training and mentoring human resource staff;
- j) Summarizing application details during the recruitment process; and
- k) Drafting routine correspondence.

**Qualification and Experience;**

- a) Bachelor's degree in any of the following Social Sciences; Human Resource Management, Sociology, Public Administration, Business Administration, Business Management, or its equivalent qualification from a recognized institution.
- b) Diploma in Human Resource Management (HRM) or CHRP Part III.
- c) Registered with the Institute of Human Resource Management (IHRM).
- d) Proficiency in computer applications.
- e) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **38) CHIEF MANAGER, PROJECT MANAGEMENT, JOB GROUP KNH4 (1 POST)**

#### **a) Job Purpose**

An officer at this level will be responsible to the Director, Affiliation and Institutional Development for planning, executing and evaluating of infrastructure development projects according to predetermined timelines and budgets.

#### **Duties & Responsibilities**

- a) Formulating and implementing overall projects management technical policies, procedures, rules and regulations;
- b) Planning, design, construction, management and maintenance of functional aesthetic layouts of built environment at in the Hospital.
- c) Managing project development from initiation, design, monitoring, and evaluation, controlling to closure.
- d) Building and managing project teams, reporting to management and ensuring quality control throughout the project life cycle
- e) Managing and mitigating project risks
- f) Overseeing consultants and contractors appointed or approved by the Hospital to implement architectural design or construction projects
- g) Working with project sponsors and stakeholders to develop the project charter outlining scope, goals, deliverables, required resources and budget
- h) Providing project implementation schedules and ensuring timely completion of projects
- i) Recommending approval of all Architectural plans for any proposed development.
- j) Coordinating preparation of budgets and procurement plans for projects
- k) Establishment of new space standards and better architectural detailing;
- l) Synchronizing of construction needs for the various user departments.
- m) Checking on sketch/scheme designs and final documents done by consultants; and recommending for approval.
- n) Oversee preparation of project reports for presentation to the hospital management.
- o) Oversee the preparation of valuations, Interim Payment Certificates, Completions Certificates Handing Over Certificates, Certificate of Making Good Defects, and Final Certificates
- p) Post-contract administration including supervision of projects during construction and during defects liability period
- q) Oversee architectural detailing and condition surveying of existing buildings.
- r) Controlling of activities of contractors, sub-contractors and consultants on site;
- s) Monitoring of project expenditure; and liaising with client Departments on matters relating to design briefs and expenditure.
- t) Planning, coordinating and directing overall operations of technical sections of PITs of

projects.

- u) Overseeing occupancy user reaction surveys, drawing conclusive opinions and preparation of final reports for improved performance of type designs and details.

### **Qualification and Experience**

- a) Master's Degree in Architecture, Engineering, Quantity Surveyor or equivalent qualifications from a recognized institution
- b) Bachelor's Degree in Architecture, Engineering, Quantity Surveyor or equivalent qualifications from a recognized institution;
- c) Membership with Professional Body
- d) A Management course not less than four (4) weeks from a recognized institution
- e) Registered as Professional Architect by BORAQS
- f) Registered as a corporate member of the Architectural Association of Kenya;
- g) A minimum period of eight (8) years relevant work in fundraising and grant management and at least five (5) years' experience in a supervisory capacity

## **39)CHIEF MANAGER, PARTNERSHIP AND RESOURCE MOBILIZATION, KNH JOB GROUP 4 (1 POST)**

### **a) Job Purpose**

An officer at this level will be responsible to Director, Affiliation and Institutional Development for coordination of partnerships and resource mobilization for the Hospital.

### **Duties & Responsibilities**

- a) Establish strategic collaborations and Corporate Partnerships;
- b) Develop resource mobilization strategies for the Hospital;
- c) Analysing all fundraising channels and activities for the Hospital.
- d) Develop concept note/proposal in collaboration with program teams to ensure that they are properly co-ordinated and consistent with internal program priorities, cross cutting issues and donor priorities and requirements.
- e) Liaise with stakeholders in the establishment of working modalities in the area of financial data tracking and analysis for budgeting, monitoring and reporting and grant audit in order to meet program objectives and partner/donor requirements.
- f) Harmonizing planning, budgeting and reporting guidelines & templates for Development Partners (DPs) to align their support with priority areas.

### **Qualification and Experience**

- a) A Bachelor's Degree in from the recognized University
- b) A Master's Degree in Communications, Marketing, Public Relations, Business Development, Development Studies, Economics, Social Sciences, International

Relations, Public Administration and Business Administration or relevant field from the recognized University

- c) A minimum period of eight (8) years relevant work in fundraising and grant management and at least five (5) years' experience in a supervisory capacity
- d) Leadership/Management Course lasting not less than four (4) weeks from a recognized institution
- e) Evidence of proficiency in computer applications.
- f) Shown merit and ability as reflected in work performance and results.
- g) Fulfil the requirements of Chapter 6 of the Constitution of Kenya, 2010.

### **Method of Application**

All those Interested in the above positions and meet the minimum requirements are requested to **download** and fill the application form available at KNH Website [www.knh.or.ke](http://www.knh.or.ke). The application form together with a detailed C.V indicating qualifications, experience, current responsibilities, copies of testimonials and certificates must be submitted **on or 13<sup>th</sup> April 2021** to the address below:-

**The Chief Executive Officer  
Kenyatta National Hospital  
P.O Box 20723-00202  
NAIROBI**

“Kenyatta National Hospital is an equal opportunity employer and qualified candidates with disabilities are encouraged to apply”.

**NB:** *Only shortlisted candidates will be contacted and must present the following documents during the interview:-*

- ***A certificate of good conduct from the National Police Service***
- ***EACC Clearance***
- ***Credit Reference Bureau Clearance***
- ***HELB Compliance***
- ***KRA Tax Compliance***

**“CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION**

**DIRECTOR, HUMAN RESOURCE**