



## KENYA MEDICAL TRAINING COLLEGE

**VACANCIES**

Applications are invited from suitably qualified candidates for the following positions tenable at various Campuses of the College:

**1. LECTURER II, SCALE M10: ONE HUNDRED (100) POSTS****TERMS OF SERVICE: 3 Year Contract****TENABLE: Various Campuses,:**

Details of these positions are as follows:

Vacancy Reference No	Position and Department	Stations for Deployment	Total
KMTC/QP- 23/ EAF/AS 1/ 2017	Lecturer II (Nutrition)	Nyandarua-1, Molo - 1	2
KMTC/QP- 23/ EAF/AS 2/ 2017	Lecturer II (Nursing)	Kisii -1, Gatundu -2, Chuka -1, Mwingi -1, Embu -1, Mathar -1, Homabay -1, Iten -1, Migori -1, Nyamira -1, Kitui -1, Mosoriot -1, Kisumu -1, Machakos -1, Port Reitz -2, Kitale -2, Kapenguria -2, Siaya -2, Webuye-2, Muranga- 2, Garissa -1, Vihiga -1, Bungoma -2, Bondo -2, Kabarnet -1, Bomet -1, Kapkatet -2, Makueni -1, Lake Victoria -1, Wajir -2	41
KMTC/QP- 23/ EAF/AS 3/ 2017	Lecturer II (Clinical Medicine)	Kisii -1, Gatundu -1, Chuka -1, Mwingi -1, Embu -1, Homabay -1, Makindu -1, Nyamira -1, Kisumu -1, Meru -1, Port Reitz -1, Webuye -1, Muranga -1, Thika -1, Mombasa -1, Nairobi -1	16
KMTC/QP- 23/ EAF/AS 4/ 2017	Lecturer II (Orthopedic & Trauma)	Machakos -1.	1
KMTC/QP- 23/ EAF/AS 5/ 2017	Lecturer II (Health Promotion)	Rachuonyo -1, Nyahururu -1, Mosoriot -1, Nyamache -2,	5
KMTC/QP- 23/ EAF/AS 6/ 2017	Lecturer II	Rachuonyo -2, Lamu -1, Rera -2, Ugenya -1,	26

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	(Health Records & Information)	Voi -1, Kitui -1, Nyamache -2, Isiolo -2, Msambweni -2, Siaya -1, Muranga -2, Kuria -2, Bondo -2, Chwele -1, Kaptumo -2, Mombasa -1, Tana River -1	
KMTTC/QP- 23/ EAF/AS 7/ 2017	Lecturer II (Physiotherapy)	Nairobi -2	2
KMTTC/QP- 23/ EAF/AS 8/ 2017	Lecturer II (Pharmacy)	Kisumu -1, Nakuru -1, Nyeri -1, Manza -1, Mombasa -1	5
KMTTC/QP- 23/ EAF/AS 9/ 2017	Lecturer II (Orthopedic Technology)	Nairobi - 1	1
KMTTC/QP- 23/ EAF/AS 10/ 2017	Lecturer II (Occupational Therapy)	Nairobi - 1	1

(a) **Duties and Responsibilities**

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; assisting senior lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

(b) **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelors Degree in any of the following fields: Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry, Dental Technology, Nutrition and Dietetics, or any other relevant field from a recognized Institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized Institution; and

- a) Practiced in their relevant field for a minimum period of six (6) years; and  
b) Shown merit and ability as reflected in work performance and results.
- (ii) Been Registered by the relevant professional body where applicable;  
(iii) Proficiency in Computer Applications; and  
(iv) Fulfilled the requirements of Chapter Six of the Constitution

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**2. DRIVER III, SCALE M4: TEN (10) POSTS**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 5/ 2017**  
**TENABLE: Various Campuses,;**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; ensuring safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KSCE) mean grade D+ (plus) or its equivalent qualification from a recognized institution;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Passed a Suitability test for Driver Grade III;
- (v) Passed Practical Test for Drivers;
- (vi) A valid Certificate of Good Conduct from the Kenya Police;
- (vii) At least two (2) years driving experience; and
- (viii) Fulfilled the provisions of Chapter Six of the Constitution.

**3. HOUSEKEEPER/CATERESS III, SCALE M8: TEN (10) POSTS**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 6/ 2017**  
**TENABLE: Various Campuses,;**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: preparation of menus, their costing and food delivery; supervision of cleanliness of catering and hostel facilities; management of laundry facilities; maintenance of linen, furniture and beddings; keeping proper records of catering and hostel stores/inventory; receipt, storage and issue of foodstuffs and sundries;

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and supervising and training staff working under him/her. In addition, the officer will be responsible for the proper and efficient organization and management of meal planning, food production, preparation and delivery.

**(b) Professional qualifications and experience**

For appointment to this grade a candidate must have

- (i) A Kenya Certificate of Secondary Education mean grade C- (Minus) or its equivalent qualification from a recognized institution;
- (ii) Successfully completed a Diploma course in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

**4 LEGAL SERVICES MANAGER, SCALE M14: ONE (1) POST**

**TERMS OF SERVICE: 3 Year Contract**

**REFERENCE NO. KMTC/QP- 23/ EAF/SS 7/ 2017**

**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Duties and Responsibilities**

The Legal Services Manager will be responsible to the Corporation Secretary and shall advise on legal and regulatory matters including advising on negotiations and taking part in corporate agreements; advising on principles of corporate governance; prosecution and representing the College in law courts and quasi judicial tribunals.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Legal Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of eight (8) years with three (3) years in a management capacity;
- (ii) Be an Advocate of the High Court of Kenya;
- (iii) Have a Masters degree in Law from a recognized institution;
- (iv) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in Computer Applications
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

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**5 CLERICAL OFFICER, SCALE M6: TWENTY (20) POSTS**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 8/ 2017**  
**TENABLE: Various Campuses**

**(a) Duties and Responsibilities**

Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. An officer at this level will be deployed in the HRM Unit, general registry, supplies, accounts office, or general office services. Duties and responsibilities will include: sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; compiling and computation of financial or statistical records based on routine or special source of information; preparing payment vouchers; compiling data and drafting simple letters.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must be in possession of:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent;
- (ii) Fulfil the requirements of Chapter Six of the Constitution; and
- (iii) Proficiency in Computer Applications.

**6. CHIEF CORPORATE COMMUNICATIONS OFFICER, SCALE M12: ONE (1) POST**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 9/ 2017**  
**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Duties and Responsibilities**

Specific duties and responsibilities at this level will include: initiating and developing appropriate communication strategies; preparations of publication materials; maintaining media database; preparation of annual plans and budget; maintaining mailing list of all stakeholders; managing linkages with other stakeholders; and organizing protocol and media events.

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**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must:

- (i) Have served in the corporate communications field or in a comparable and relevant position for at least five (5) years with two years in supervisory;
- (ii) Have a Bachelors Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Have Master Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iv) Have a clear understanding of the working of the media;
- (v) Have attended a management course lasting not less than four weeks from a recognized institution
- (vi) Possess advanced Computer Application skills;
- (vii) Fulfill the requirements of Chapter Six of the Constitution
- (viii) Possess good oral and written communication skills in both English and Kiswahili; and
- (ix) Have demonstrated professional and managerial competence in information work as reflected in work performance and results.

**7. LIBRARY ASSISTANT I, SCALE M8: TWENTY (20) POSTS**

**TERMS OF SERVICE: 3 Year Contract**

**REFERENCE NO. KMTC/QP- 23/ EAF/SS 10/ 2017**

**TENABLE: Various Campuses**

**(a) Duties and Responsibilities**

Duties at this level will include: accessioning all new books; classifying and cataloguing books; preparing and filing catalogue cards for books; compiling 'Accessions List' for books and dispatch to all technical officers; assisting the Librarian in the readers service operations; issuing publications to Library users; appending amendments to standards; shelving returned books; and providing data for quarterly reports.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;
- (ii) Proficiency in Computer applications; and
- (iii) Fulfill the requirements of Chapter Six of the Constitution

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Date:.....13/12/12

**8. SUPPLY CHAIN MANAGEMENT ASSISTANT II, SCALE M8: TEN (10) POSTS**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 11/ 2017**  
**TENABLE: Various Campuses**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: receiving and issuing of stores; preparing and maintaining stores records; supervising attendants in the store and vehicle loading/unloading operations.

**(b) Professional qualifications and experience**

For appointment to this grade a candidate must:

- (i) Have a Diploma in Supply Chain Management or its equivalent qualification from a recognized institution.
- (ii) Be Proficient in Computer Applications; and
- (iii) Fulfill the requirements of Chapter Six of the Constitution

**9. DEPUTY HUMAN RESOURCE MANAGER, SCALE M14: ONE (1) POST**  
**TERMS OF SERVICE: 3 Year Contract**  
**REFERENCE NO. KMTC/QP- 23/ EAF/SS 12/ 2017**  
**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Duties and Responsibilities**

An officer at this level will deputize the Human Resource Manager in the College. Specific duties will include: preparing budgets for the division and personnel emoluments for the College; training and development of staff; placement, deployment and transfer of staff; discipline and promotion of staff; staff establishment and their optimal utilization in the College. In addition, the officer will ensure that quality management standards are maintained.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of eight (8) years' experience with three (3) years in the management capacity in the grade of Principal Human Resource Management Officer or

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in a comparable and relevant position in the Public Service or in a reputable private sector organization;

- (ii) Have a Bachelors Degree in any of the following fields: Sociology, Public/Business Administration, Human Resource Management and CPS (final) or a Diploma in Human Resource Management or Industrial Relations from a recognized institution;
- (iii) A Masters degree in Human Resource Management or Industrial Relations or its equivalent qualification from a recognized institution;
- (iv) Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Fulfil the requirements of Chapter Six of the Constitution; and
- (vi) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

**10. FINANCE MANAGER, SCALE M15: ONE (1) POST**

**TERMS OF SERVICE: 3 Year Contract**

**REFERENCE NO. KMTC/QP- 23/ EAF/SS 13/ 2017**

**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Duties and Responsibilities**

An officer at this level will head the Finance Division and will be responsible to the Deputy Director (Finance & Administration) for financial control and accounting matters. Duties and responsibilities will include planning, co-ordinating, design, implementation and control of financial systems in the college; prioritization of activities, projects and programmes within the college for the purpose of financial allocation in the budget; ensure safe custody of all service performance bonds; developing improved budgetary practices and systems within the college through proper and full costing of all projects and programmes; reviewing financial and physical implementation of major projects and programmes; and initiating corrective action on policy changes with regard to user charges for the services rendered.

In addition, the officer will be responsible for: overall budgetary controls with regard to revenue collection and expenditure; designing and developing accounting standards; providing advice on appropriate financial reporting formats; developing guidelines for accounting staff, ensuring proper banking arrangements are in place; and establishing positive career structures and policies for accounting / finance staff.

**(b) Professional qualifications and experience**


For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Finance Manager or in an equivalent and comparable position in a recognized institution for a minimum period of ten (10) years with at least five years' experience in a management capacity;

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- (ii) A Bachelors Degree in Commerce (Accounting or finance option) from a recognized Institution and Certified Public Accountant Examination (final) or its recognized equivalent qualification from a recognized institution;
- (iii) A Masters Degree in Business Administration (Finance / Accounts option) or its equivalent from a recognized institution;
- (iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- (v) Attended a Strategic Leadership Development Programme from a recognized institution;
- (vi) Be Proficient in Computer Applications
- (vii) Fulfil the requirements of Chapter Six of the Constitution; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

Interested candidates are invited to send their applications, quoting the vacancy position and Reference Number, enclosing updated curriculum vitae, copies of Academic and Professional Certificates, National Identity Card and a daytime telephone to:

**THE DIRECTOR / CEO  
KENYA MEDICAL TRAINING COLLEGE  
P.O BOX 30195- 00100  
NAIROBI**

So as to reach him not later than Friday 19<sup>th</sup> January 2018

Candidates shortlisted for interview will be required to produce a certificate of Good Conduct from the Directorate of Criminal Investigations; clearance or Compliance certificate from the Higher Education Loans Board (HELB); Tax compliance certificate by Kenya Revenue Authority (KRA), a clean report from an approved credit Reference Bureau (CRB); and Clearance from Ethics & Anti-Corruption Commission (EACC).

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing affirmative action. In this regard women, persons with disability and minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

#### **11. OPPORTUNITIES FOR INTERNSHIP/APPRENTICESHIP AND ATTACHMENT**

The College is committed to providing opportunities to the youth to acquire workplace experience to enhance their employment and/or enhance their professional development for registration with respective bodies.

These opportunities are open to:

- a) Unemployed Kenyan graduates from training institutions who have completed their training courses and have not been exposed to work experience related to their area of study.

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**DIRECTOR/CEO**

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- b) Graduates of programmes, for whom internship, apprenticeship or attachment is a requirement for registration by their respective professional bodies.

The opportunities for internship/apprenticeship and attachment are available at the various campuses of the College in such areas as teaching/lecturing, procurement, ICT, Human Resource Management, Secretarial, Accounts/Finance, Corporate Communications, Administration, Legal, among others.

These campuses of the college at which these opportunities are available are located at KMTC Bomet, Bondo, Bungoma, Busia, Chuka, Chwele, Eldoret, Embu, Garissa, Gatundu, Homabay, Isiolo, Iten, Kabarnet, Kakamega, Kapenguria, Kapkatet, Kaptumo, Karen, Karuri, Kilifi, Kisii, Kisumu, Kitale, Kitui, Kombewa, Kuria, Kwale, Lake Victoria, Lamu, Lodwar, Loitoktok, Lugari, Machakos, Makindu, Makueni, Manza, Mathare, Meru, Migori, Molo, Mombasa, Mosoriot, Msambweni, Murang'a, Mwingi, Nairobi, Nakuru, Nyahurur, Nyamache, Nyamira, Nyandarua, Nyeri, Othaya, PortReitz, Rachuonyo, Rera, Siaya, Tana River, Thika, Ugenya, Vihiga, Voi, Wajir and Webuye.

Interested applicants for opportunities in Internship/Apprenticeship or Attachment shall be required to have a valid personal accident insurance and medical cover at the time of engagement for the respective period and should send their applications, stating the Campus and area of interest, to:

**THE DIRECTOR / CEO  
KENYA MEDICAL TRAINING COLLEGE  
P.O BOX 30195- 00100  
NAIROBI**



Quality Health Training towards realization of Vision 2030



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Date:.....