



KENYATTA NATIONAL HOSPITAL VACANCY

The Hospital Management invites applications from qualified candidates for the following positions.

1. MEDICAL SPECIALIST II (ORTHOPAEDIC), JOB GROUP K4: (1 POST)

Job purpose

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

Duties and Responsibilities

- Performing clinical procedures and making decisions on patients' management in the area of specialization.
- Conducting regular Ward Rounds.
- Responding to consultations from other clinical specialties.
- Conducting specialist out-patient clinics.
- Participating in assessment of patients as may be required by the Hospital Management.
- Participating in research, teaching and supervising the performance of both medical and non-medical staff as well as post-graduate students.
- Participating in preparation of annual budgets for the department.
- Participating in Administrative activities of the department.
- Participating in delivery of hospital strategic plan and performance contract.

Qualifications and Experience

- Masters Degree in Medicine (Mmed) or Surgery from the University of Nairobi or any other recognized University.
- Sub-specialization or interest in Orthopaedic.
- Proven experience of not less than one (1) year at the level of Medical Specialist.
- Specialist Recognition and retention Certificate from the Medical Practitioners and Dentist Board of Kenya.
- Evidence of research and at least two (2) professional publications in reputable local or international journals on particular scientific findings/practices in the relevant field.

2. MEDICAL SPECIALIST II (OPHTHALMOLOGY), JOB GROUP K4 (1 POST)

Job purpose

The Medical Specialist II (Ophthalmology) will be responsible to the Chief Medical Specialist/Head of Department and will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- Performing clinical procedures and making decisions on patients' management in the area of specialization.
- Conducting regular Ward Rounds.
- Responding to consultations from other clinical specialties.
- Conducting specialist out-patient clinics.
- Participating in assessment of patients as may be required by the Hospital Management.
- Participating in research, teaching and supervising the performance of both medical and non-medical staff as well as post-graduate students.
- Participating in preparation of annual budgets for the department.
- Participating in Administrative activities of the department.
- Participating in delivery of hospital strategic plan and performance contract.

Qualifications and Experience

- Must have a MB ChB Degree or equivalent from a recognized university.
- Masters Degree in Medicine (Mmed) in Ophthalmology from the University of Nairobi or any other recognized University.
- Fellowship in Anterior Segment Ophthalmology or interest in the field will be an added advantage.
- Specialist Recognition and retention Certificate from the Medical Practitioners and Dentist Board of Kenya.

3. MEDICAL SPECIALIST II (PAEDIATRIC CARDIOLOGIST), JOB GROUP K4: (1 POST)

Job purpose

The Medical Specialist II (Paediatric Cardiologist) will be responsible to the Chief Medical Specialist/Head of Department and will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- Performing clinical procedures and making decisions on patients' management in the area of specialization.
- Conducting regular Ward Rounds.
- Responding to consultations from other clinical specialties.
- Conducting specialist out-patient clinics.

- Participating in assessment of patients as may be required by the Hospital Management.
- Participating in research, teaching and supervising the performance of both medical and non-medical staff as well as post-graduate students.
- Participating in preparation of annual budgets for the department.
- Participating in Administrative activities of the department.
- Participating in delivery of hospital strategic plan and performance contract.

Qualifications and Experience

- Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- Fellowship training in Paediatric Cardiology.
- Proven experience of not less than one (1) year at the level of Medical Specialist.
- Specialist Recognition and retention Certificate from the Medical Practitioners and Dentist Board of Kenya.
- Training in Interventional cardiology will be an added advantage.
- Evidence of research and at least two (2) professional publications in reputable local or international journals on particular scientific findings/practices in the relevant field.

4. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP K10 (2 POSTS)

Job Purpose

The Medical Laboratory Technologist III will be responsible to the Senior Medical Laboratory Technologist for the provision of Laboratory services in the Hospital.

Duties and Responsibilities

- Decontaminating Working benches
- Receiving and Scrutinising Laboratory requisition forms and specimens.
- Preparing Clients for collection of Specimens
- Receiving, Collecting, labelling and Registering of Specimens
- Disaggregating specimens for processing and analysis
- Preparing reagents, examining specimens, writing and recording of results for use in clinical management
- Preparing stains, performing blood grouping, storing and issuing blood
- Supporting quality Assurance / OSHE initiatives in the Department
- Ensuring compliance with the set standard operating procedures
- Ensuring efficient utilization of equipment and other consumables.
- Protecting patients and support staff by adhering to Infection Control Protocols.

Qualifications and Experience

- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognised by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- Registration Certificate issued by the Kenya Laboratory Technicians and Technologists Board.

- At least two (2) years progressive work experience in an NHIF accredited health facility.
- A valid practicing licence from Kenya Laboratory Technicians and Technologists Board.
- Certificate of proficiency in computer operations from a recognized institution.

5. THERAPY RADIOGRAPHER III, JOB GROUP K10 (1 POST)

Job Purpose

The Therapy Radiographer will be responsible to the Senior Therapy radiographer for effective provision of quality therapy radiography services in the Hospital.

Duties and Responsibilities

- Process, verify and maintaining information related to patients
- Take charge of radiation medicine ,equipment and accessories
- Maintain and evaluate radiation safety in the radiotherapy treatment, Simulation and nuclear medicine rooms
- Radiotherapy treatment, Simulation and treatment planning for patients

Qualifications and Experience

- Diploma in Diagnostic Radiography or Therapy Radiography from a recognized institution.
- A higher Diploma in Therapy radiography will be an added advantage.
- At least two (2) years work experience in an NHIF accredited Health facility.
- Must be a member of a professional body (Society of Radiography).
- Radiation Protection Board licence.
- Certificate of proficiency in computer operations from a recognized institution.

6. HEAD OF DEPARTMENT, ADMINISTRATION - JOB GROUP K4 (1 POST)

Job Purpose

Reporting to the Director, Corporate Services, the Head of Department, Administration will be responsible for ensuring coordination of all administrative functions in the Hospital.

Duties and Responsibilities

- Headship of the Department.
- Participating in development of the Department's work plan and budget.
- Preparing monthly, quarterly and annual sectional reports.
- Participating in the implementation of the performance management system in the section.
- Managing transport services including the repair, procurement and disposal of vehicles.
- Leasing and tenancy aspects of staff houses and hospital buildings.
- Overall management of the laundry, catering, Cleaning and general office services.
- Mentoring and coaching staff.
- Spearheading culture change to improve the Hospital image.

- Promoting the Hospital Occupational Health and Safety initiatives.
- Coordinating quality assurance activities in the department.
- Effective supervision, training and development of staff.
- Assessment of staff performance.
- Ensuring efficient and effective management of the support services.
- Promoting the welfare of patients and staff and ensuring their safety.
- Acting as secretariat to select senior management committees.

Qualifications and Experience

- Master's degree in either; Health Management, Hospital Administration, Hospital Planning, Public Health, Health Economics and Business Administration from a recognized Institution.
- Working experience of at least three (3) years at the level of Deputy Head of Administration Department in a large Health institution.
- Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution.
- Senior Management course lasting at least one (1) month from a recognized institution.
- CPS (K) will be an added advantage
- Demonstrated outstanding professional competence and administrative ability in the management of health services in a large health institution.
- Professional membership in related field will be an added advantage.
- Certificate of proficiency in computer operations from a recognized institution.

7. RE-ADVERTISEMENT: RESOURCE MOBILIZATION MANAGER, JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Deputy Director, Affiliations & Institutional Development, the Resource Mobilization Manager will be expected to take a leading role in the Hospital resource mobilization programmes.

Duties and Responsibilities

- Developing and implementing local and international resource mobilization strategies.
- Identifying a funding base and fundraising partners and writing funding proposals.
- Building and sustaining a sound relationship with Government agencies, donors and potential partners.
- Facilitating resource mobilization programmes within the Hospital.
- Sensitizing the hospital stakeholders on resources mobilization activities.
- Assisting in mobilizing non-financial resources from private sector entities, individuals and corporate entities.
- Developing a fund generation and resource mobilization work plan and constantly follow-up the implementation of the plan.

Qualifications and Experience

- Master's Degree in Business Administration, Marketing, Project Management, Monitoring & Evaluation and/or Equivalent qualification from a recognized Institution.
- Bachelor's Degree in a relevant field from a recognized university.
- Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution;
- Senior Management course lasting at least one (1) month from a recognized institution.
- Proven work experience of not less than two (2) years in resource mobilization.
- Additional training in resource mobilization and/or fundraising will be an added advantage.
- Certificate of proficiency in computer operations from a recognized institution.

The position is on a three (3) year contract renewable once subject to satisfactory performance.

8. CHIEF SECURITY & SAFETY SERVICES OFFICER, JOB GROUP K6 (1 POST)

Job purpose

The Chief Security and Safety Services Officer will be responsible to the Security and Safety Services Manager for the overall development, documentation, administration and implementation of security related strategies in the Hospital.

Duties and responsibilities

- Setting performance targets and ensuring that they are achieved.
- Formulating guidelines, procedures and measures for security control in the Hospital.
- Ensuring security of buildings, plant, equipment, hospital grounds and patients.
- Ensuring that access to the Hospital grounds, administrative areas, hostels for both students and medical doctors and the wards are properly secured.
- Participating in the preparation of expenditure estimates for the unit and ensure prudent utilization of funds allocated.

Qualifications and Experience

- Bachelor degree in any security studies/management or relevant security field and a Diploma in criminology or security management.
- At least five (5) years working experience at the level of Superintendent of police in the Kenya Police or Military service.
- Crime detection, investigation and report writing skills.
- Experience and knowledge of CCTV and integrated security systems.
- Certificate of proficiency in computer operations from a recognized institution.

A Higher Diploma in Criminology, Security Management or related field will be an added advantage.

9. CLERK OF WORKS, JOB GROUP K7 (1 POST)

Job Purpose

Reporting to the Project Manager and the Architect, the Clerk of Works will be responsible to ensure that the project is carried out as per the standards, specifications and schedules.

Key Responsibilities

- Inspecting all work in progress and advice on actual progress in the relation to the works programme.
- Checking site grid and setting out as work proceeds.
- Informing Contractor, Architect and Project Manager of work not conforming to contract documents.
- Inspecting materials delivered to site and report to Architect.
- Visiting work proceeding in workshop off-site and report to Architect.
- Organizing and submitting materials testing schedule.
- Informing Architect of any discrepancies in drawings or Bills of Quantities.
- Attending all site meetings and other Architect's meetings including main contractors meetings with the sub-contractor.
- Assisting Consultants in preparing snag lists as project nears completion and maintain project records.
- Ensure compliance with the Occupational Safety and Health Regulations.

Qualification and Experience

- Higher National Diploma in building and Civil Engineering from a recognized Institution.
- At least fifteen (15) years practical experience.
- Registered with the Institute of Clerk of Works.

The position is on a two (2) year temporary appointment.

10. CATERESS II, JOB GROUP K9 (1 POST)

Job purpose

The Cateress II will be responsible to the Senior Cateress for the efficient management of catering services in the Hospital.

Duties and Responsibilities

- Food preparation and production
- Setting up and directing placement of foods in serving line.
- Replenishing of foodstuffs in the buffet service line
- Maintaining correct stock levels

- Detecting and reporting spoil or unattractive raw food materials
- Ensuring proper stock rotation.
- Ordering of foodstuffs from the main store.
- Carrying out on the job training for staff.
- Filing work order forms for defective equipment.

Qualifications and Experience

- A Degree in any of the following disciplines; food production, Hotel and Hospitality Management, housekeeping and laundry, Hotel and Catering Management or Institutional management or equivalent qualification from a recognised institution.
- A minimum of Div. II in KCE or C+ (Plus) in KCSE.
- Evidence of at least one (1) month training in general management.
- Certificate of proficiency in computer operations from a recognized institution.

11. INSPECTOR (MECHANICAL) - JOB GROUP K10 (1 POST)

Job Purpose

The inspector (mechanical) will be responsible to the Superintendent (Mechanical) for maintenance of plant and machinery.

Duties and responsibilities

- Inspection, repair and maintenance of mechanical installations including power generating engines, fire fighting equipment, refrigeration and air conditioning plants in the Hospital
- Inspect and test equipment before and after repairs.
- Assigning duties, training and Supervising Artisans
- Prepare reports on products.
- Evaluate mechanical and electro mechanical systems and products
- Ensuring compliance with OSHE Act and KNH safety policy
- Prioritize purchases and ensure proper specifications and standards.
- Ensuring compliance with the set standard operating procedures
- Making weekly reports

Qualifications and Experience

- Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or other approved equivalent qualification.
- Served in the grade of Inspector (Mechanical) in the Public Service for at least two (2) years.
- Registration by the Association of Engineers of Kenya.
- Certificate of proficiency in computer operations from a recognized institution.

Method of Application

Those interested in applying for the declared vacancies and meet the job specifications are required **to apply online** and **MUST** submit a hard copy of the **Hospital application form** available in the website with copies of certificates and testimonials **on or before 20th November 2018** 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”.

Please visit our website www.knh.or.ke for full profile of all the advertised positions and the Hospital application form and also the **link to apply online**.

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.