



## KENYATTA NATIONAL HOSPITAL

### VACANCY

#### EXTERNAL ADVERTISEMENT

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

#### **1. DIRECTOR, CLINICAL SERVICES - JOB GROUP K1 (1 POST)**

##### **Job purpose**

Reporting to the Chief Executive Officer, the overall responsibility of the Director, Clinical Services will be coordination and control of all clinical services and clinical staff in the Directorate.

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

- a) Providing strategic leadership that ensures delivery of specialized quality health services.
- b) Implementing and reviewing policies, procedures and strategies in clinical services.
- c) Establishing strategic partnerships and collaboration with stakeholders in support of development of clinical services.
- d) Promoting research, innovation and technology transfer in the provision of clinical services.
- e) Ensuring proper management, utilization and accountability of all the Hospital's resources.
- f) Developing resource mobilization strategy to support provision of clinical and administrative services.
- g) Ensuring prudent resource management, utilization and compliance.
- h) Ensuring maintenance of accurate and upto date database of all clinical assets including research projects and intellectual properties.
- i) Coordinating activities and operations of the Hospital's clinical services and programs.
- j) Guiding and setting standards in the provision of services in both clinical and community health practices.
- k) Liaising with agencies in the health sector for the support, expansion, maintenance and streamlining of the hospital's health services along the national health policy guidelines.
- l) Formulating professional standards and ethics governing medical practice.

### **Qualifications and experience**

- a) Master's degree in any of the clinical disciplines or equivalent qualification from a recognized institution.
- b) Bachelors of Medicine and Bachelors of Surgery (M.B.Ch.B) degree 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) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Sub specialization in any of the clinical fields will be an added advantage.
- f) Registration Certificate by the Medical Practitioners and Dentist Board.
- g) Valid Practicing license from Medical Practitioners and Dentist Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Leadership course lasting not less than six (6) weeks from a recognized institution.
- j) Evidence of at least (1) month training in governance and senior management.
- k) Proficiency in Computer applications skills.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Resource management skills.
- b) Managing performance and driving for outcomes.
- c) Establishing strategic directions.
- d) Visionary/leading change.
- e) Building organizational capability.
- f) Policy development.
- g) Influencing persuasion and negotiation.
- h) Effective communication skills.
- i) Policy and strategic implementation.
- j) Delivery on quality results.

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

## **2. RE-ADVERTISEMENT: CHIEF MEDICAL SPECIALIST, JOB GROUP K1: RADIATION/CLINICAL ONCOLOGIST (1 POST), DERMATOLOGY, (1 POST)**

### **Job Purpose**

The Chief Medical Specialist will be responsible to the Deputy Director, Medical Services through the Head of Department and shall be responsible and accountable for patients under his/her care.

### **Duties and Responsibilities**

- a) Establish effective teams to deliver quality clinical outcomes and ensure good working relationships with other specialists.
- b) Promote efficient and high standards of specialized clinical care to patients.
- c) Provide clinical direction and consultation to all levels of medical and professional staff.
- d) Participate in the planning and management of health care programmes and projects in the Hospital.
- e) Participate in the assessment of patients as may be required by the Hospital Management.
- f) Participate in clinical research, health planning and policy.
- g) Teaching, training, coaching and mentoring Clinicians and students.
- h) Participate in preparation of annual budgets for the department.
- i) Participate in quality Assurance/OSHE initiatives in the Department.
- j) Ensure compliance with the set standard operating procedures.
- k) Facilitate regular inspections and quality audits to ensure conformity with national guidelines and regulations.
- l) Protect patients and support staff by adhering to Infection Control Protocols.
- m) Participate in the preparation of the expenditure estimates / PC negotiations for the department.

### **Qualifications and Experience**

- a) Master's Degree in Medicine (MMed) in the respective area of specialization from the University of Nairobi or any other recognized University.
- b) Sub-specialization in the respective specialty.
- c) Proven experience of not less than three (3) years at the level of senior Medical Specialist.
- d) Specialist Recognition and retention Certificate from the Medical Practitioners and Dentist Board of Kenya.
- e) Evidence of research and at least three (3) professional publications in reputable local or international journals on particular scientific findings/practices in the relevant field.
- f) Proven ability to lead change management.
- g) Demonstrated understanding of financial management and experience in managing budgets.
- h) Demonstrated skills in strategic and planning of specialized clinical services.
- i) Professional indemnity cover.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Resource management skills.
- b) Managing performance and driving for outcomes.
- c) Establishing strategic directions.
- d) Visionary/leading change.
- e) Building organizational capability.

- f) Policy development.
- g) Influencing persuasion and negotiation.
- h) Effective communication skills.
- i) Policy and strategic implementation.
- j) Delivery on quality results.

**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**

- 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) Professional Indemnity Cover.
- l) Carrying out health education and promotion; and
- m) Preparing medical reports.

**Qualifications and Experience**

- a) Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Fellowship training in Paediatric Cardiology.
- d) Training in Interventional cardiology will be an added advantage.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- 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.

### **Key Competencies**

- a) Effective communication skills.
- b) Policy and strategic implementation.
- c) Risk Management.
- d) Technical competence.
- e) Decision-making and problem solving skills.
- f) Empowering/delegating.
- g) High standards of professional ethics.
- h) Managerial, administrative and supervisory skills.
- i) Coping with pressure and setbacks.
- j) Project planning and management.

## **4. MEDICAL SPECIALIST II (PAEDIATRIC NEUROLOGIST), JOB GROUP K4: (1 POST)**

### **Job purpose**

The Medical Specialist II (Paediatric Neurologist) 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**

- 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) Professional Indemnity Cover.
- l) Carrying out health education and promotion; and
- m) Preparing medical reports.

### **Qualifications and Experience**

- a) Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Fellowship training in Paediatric Neurology.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from 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.

### **Key Competencies**

- a) Effective communication skills.
- b) Policy and strategic implementation.
- c) Risk Management.
- d) Technical competence.
- e) Decision-making and problem solving skills.
- f) Empowering/delegating.
- g) High standards of professional ethics.
- h) Managerial, administrative and supervisory skills.
- i) Coping with pressure and setbacks.
- j) Project planning and management.

## **5. MEDICAL SPECIALIST II (INTERNAL MEDICINE - CCU), JOB GROUP K4: (1 POST)**

### **Job purpose**

The Medical Specialist II (Internal Medicine) 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**

- 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) Professional Indemnity Cover.
- l) Carrying out health education and promotion; and
- m) Preparing medical reports.

### **Qualifications and Experience**

- a) Master's Degree in Internal Medicine from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from 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.

### **Key Competencies**

- a) Effective communication skills.
- b) Policy and strategic implementation.
- c) Risk Management.
- d) Technical competence.
- e) Decision-making and problem solving skills.
- f) Empowering/delegating.
- g) High standards of professional ethics.
- h) Managerial, administrative and supervisory skills.
- i) Coping with pressure and setbacks.
- j) Project planning and management.

## **6. MEDICAL SPECIALIST II (NEURO-SURGEON), JOB GROUP K4: (1 POST)**

### **Job purpose**

The Medical Specialist II (Neuro-surgeon) 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**

- 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) Professional Indemnity Cover.
- l) Carrying out health education and promotion; and
- m) Preparing medical reports.

### **Qualifications and Experience**

- a) Master’s Degree in Neuro-surgery from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from 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.

### **Key Competencies**

- a) Effective communication skills.
- b) Policy and strategic implementation.
- c) Risk Management.
- d) Technical competence.
- e) Decision-making and problem solving skills.
- f) Empowering/delegating.
- g) High standards of professional ethics.
- h) Managerial, administrative and supervisory skills.
- i) Coping with pressure and setbacks.
- j) Project planning and management.



## **7. MEDICAL SPECIALIST II (DERMATOLOGY), JOB GROUP K4: (1 POST)**

### **Job purpose**

The Medical Specialist II (Dermatology) 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**

- 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) Professional Indemnity Cover.
- l) Carrying out health education and promotion; and
- m) Preparing medical reports.

### **Qualifications and Experience**

- a) Master's Degree in Internal Medicine with a Diploma in Dermatology or Master of Science in Clinical Dermatology from a recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from 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.

### **Key Competencies**

- a) Effective communication skills.
- b) Policy and strategic implementation.
- c) Risk Management.
- d) Technical competence.

- e) Decision-making and problem solving skills.
- f) Empowering/delegating.
- g) High standards of professional ethics.
- h) Managerial, administrative and supervisory skills.
- i) Coping with pressure and setbacks.
- j) Project planning and management.

**8. RE-ADVERTISEMENT: CHIEF ADMINISTRATIVE OFFICER, JOB GROUP K4**  
**(1 POST)**

**Job Purpose**

Reporting to the Director, Corporate Services, the Chief Administrative Officer will be responsible for ensuring coordination of all administrative functions in the Hospital.

**Duties and Responsibilities**

- a) Headship of the Department.
- b) Participating in development of the Department's work plan and budget.
- c) Preparing monthly, quarterly and annual sectional reports.
- d) Participating in the implementation of the performance management system in the section.
- e) Managing transport services including the repair, procurement and disposal of vehicles.
- f) Leasing and tenancy aspects of staff houses and Hospital buildings.
- g) Overall management of the laundry, catering, cleaning and general office services.
- h) Mentoring and coaching staff.
- i) Spearheading culture change to improve the Hospital image.
- j) Promoting the Hospital Occupational Health and Safety initiatives.
- k) Coordinating quality assurance activities in the department.
- l) Effective supervision, training and development of staff.
- m) Assessing staff performance.
- n) Ensuring efficient and effective management of the support services.
- o) Promoting the welfare of patients and staff and ensuring their safety.
- p) Acting as secretariat to select senior management committees.

**Qualification and Experience**

- a) Master's degree in either; Health Management, Hospital Administration, Hospital Planning, Public Health, Health Economics or Business Administration from a recognized Institution.
- b) Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration,

Commerce, Health Economics, or equivalent qualification from a recognized institution.

- c) A minimum period of eight (8) years relevant work experience 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) Demonstrated outstanding professional competence and administrative ability in the management of health services in a large health institution.
- f) Professional membership in related field will be an added advantage.
- g) Certificate of proficiency in computer operations from a recognized institution.
- h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Resource management skills.
- b) Managing performance and driving for outcomes.
- c) Establishing strategic directions.
- d) Visionary/Leading change.
- e) Policy development.
- f) Influencing persuasion and negotiation.
- g) Effective communication skills.
- h) Policy and strategic implementation.
- i) Delivery of quality results.
- j) Risk management.
- k) Decision-making and problem solving skills.
- l) Effective supervision, deployment, discipline, training and development of staff in the health administrative service.

## **9. 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**

- a) Coordinating strategic collaborations and Corporate Partnerships;
- b) Coordinating resource mobilization strategies for the hospital;

- c) Analysing and managing of all fundraising channels and activities, ensuring long-term resource availability for KNH.
- d) Engaging with development partners to build strong relations and mobilize resources to support Hospital's agenda and deliverables.
- e) Managing fund raising cycle including concept note/proposal development processes in collaboration with program teams to ensure that they are properly coordinated and consistent with internal program priorities, cross cutting issues and donor priorities and requirements.
- f) Coordinating in liaison with the other stakeholders 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.
- g) Harmonizing planning, budgeting and reporting guidelines & templates for Development Partners (DPs) to align their support with priority areas.

### **Qualifications and Experience**

- a) A Masters 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.
- b) A Bachelor'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 experience in fundraising and grant management.
- d) A minimum of at least three (3) years' experience in a supervisory capacity
- e) A certificate in Leadership/Management Course lasting not less than 4 weeks
- f) Evidence in Proficiency in computer applications
- g) Shown merit and ability as reflected in work performance and results.
- h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Strong communication and reporting skills.
- b) Attention to detail and quality orientation skills.
- c) Excellent knowledge of English, both spoken and written
- d) Strong managerial skill and ability to lead teams
- e) Initiative taker, self-motivation and a commitment to continuously work results oriented

- f) Negotiation, communication and interpersonal skills.
- g) Good understanding of financial management and reporting processes
- h) Mentoring, coaching and leadership skills.
- i) Problem solving and analytical skills.

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

## **10. SENIOR SUPERINTENDING ENGINEER (ELECTRICAL), JOB GROUP K5 (1 POST)**

### **Job Purpose**

Reporting to the Deputy Director, Facilities and Services, the Senior Superintending Engineer (Electrical) will be responsible for planning and implementation of electrical services in the Hospital.

### **Duties and Responsibilities**

- a) Coordinating, controlling and directing of electrical and plants section of Engineering Department.
- b) Developing work plan and budget for the department and submission for approval.
- c) Participating in procurement of goods, works and services.
- d) Managing engineering inventories, developing and implementing PPM schedules for equipment and services.
- e) Preparing monthly, quarterly and annual departmental reports.
- f) Preparing draft board management papers for approval.
- g) Identifying and analyzing training needs for departmental staff.
- h) Checking and recommending for approval of engineering consultants, designs, evaluation, certifying and recommending fees by consultants.
- i) Ensuring the implementation of the policies and procedures of the hospital.
- j) Ensuring the overall activities meet the requirements of quality management, environmental policies and legal regulations.
- k) Supervising, coaching and mentoring Staff.
- l) Preparing and implementing performance reporting and appraisal system.
- m) Administration and supervision of Staff.

### **Qualifications and Experience**

- a) Masters in Engineering or business management in a related specialty or any other relevant and equivalent qualification from a recognized institution.
- b) Bachelor's Degree in Electrical Engineering (Power option) from a recognized institution.
- c) A minimum period of eight (8) years relevant work with at least five (5) years' experience in a supervisory capacity.
- d) Registration by the Engineer's Board of Kenya (EBK).

- e) Current valid annual practicing license from the Engineer's Registration Board of Kenya.
- f) Corporate Membership with the Institution of Engineers of Kenya (IEK).
- g) Management course lasting not less than four (4) weeks from a recognized.
- h) Leadership Management course lasting not less than six (6) weeks from a recognized institution.
- i) Demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.
- j) Proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Resource management skills.
- b) Managing performance and Driving for outcomes.
- c) Establishing strategic directions.
- d) Visionary/Leading change.
- e) Policy development.
- f) Effective communication skills.
- g) Risk management.
- h) Technical Competencies.
- i) Decision-making and problem solving skills.
- j) High standards of professional ethics.
- k) Managerial and administrative skills.
- l) Leading Teams.

## **11. RE-ADVERTISEMENT: DEPUTY RISK AND QUALITY ASSURANCE MANAGER, JOB GROUP K5 (1 POST)**

### **Job purpose**

Reporting to the Quality Assurance Manager, the Deputy Quality Assurance Manager will be responsible for the implementation of quality assurance programmes and ensuring that quality systems are maintained in accordance with the ISO 9001:2015 Standards.

### **Duties and responsibilities**

- a) Preparing and implementing the hospital's quality management system through quality assurance Programs
- b) Identifying and monitoring of risk management strategies.
- c) Facilitating identification and evaluation of risks in liaison with other Departments;
- d) Ensuring that quality systems are maintained in accordance with the hospitals quality policies.
- e) Ensuring hospital wide and departmental risk and quality documentation is up to date.

- f) Coordinating and provide oversight on risk management of the institution.
- g) Coordinating the implementation of business risk management initiatives.
- h) Coordinating departments to establish standards, systems and procedures for quality assurance.
- i) Ensuring that risk management framework is implemented in all business units.
- j) Establishing and maintaining effective risk management programs in their functional areas.
- k) Develop, implement and review risk management policies within the Hospital.
- l) Developing and maintaining the corporate risk register.

### **Qualifications and Experience**

- a) A Masters Degree in in social sciences, biological sciences, public health or relevant field from the recognized University.
- b) A Bachelor's Degree in social sciences, biological sciences tor relevant field from the recognized University.
- c) A minimum period of eight (8) years relevant work experience and at least three (3) years' experience in a supervisory capacity.
- d) A 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) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Effective communication and reporting skills.
- b) Strong managerial skills and ability to lead teams.
- c) Mentoring, coaching and leadership skills.
- d) Attention to detail and quality orientation skills.
- e) Decision making and Problem solving.
- f) Analytical skills.
- g) Technical competencies.
- h) Interpersonal and negotiation skills.
- i) Policy and strategic implementation.
- j) Professionalism.
- k) Ethical and integrity.
- l) Empowering/delegating.
- m) Coping with pressure and setbacks.

## **12. SENIOR LEGAL OFFICER, JOB GROUP K5 (1 POST)**

### **Job Purpose**

The Senior Legal Officer will be responsible to the Deputy Director/Corporation Secretary, for provision of Legal Services in the Hospital.

### **Duties and responsibilities**

- a) Participating in policy development and advising on legal policy issue.
- b) Developing legal documents/instruments.
- c) Providing and interpreting legal information.
- d) Briefing and monitoring external counsel to ensure legal representation is effective.
- e) Developing effective working relationships with key user departments to ensure their needs are understood and appropriate solutions developed that support business needs.
- f) Ensuring compliance with principles and values of good governance.
- g) Implementing strategic plans and objectives in respect to the legal function.
- h) Reviewing ongoing cases and advising management accordingly.
- i) Conducting training and disseminating appropriate legal information to staff.
- j) Reviewing and drafting contracts, agreements and internal policies and ensuring compliance with all statutory or legal requirements.
- k) Handling pre-litigation legal disputes and inquiries.
- l) Coordinating external legal mandates to investigate and resolve potential legal issues with regard to financial instruments issued by donors.
- m) Preparing Quarterly Legal Reports; and
- n) Participating in developing and ensuring compliance with the KNH's collaboration and partnership policy framework and strategy.

### **Qualifications and Experience**

- a) Masters degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized University.
- b) Bachelors of Law degree from a recognized Institution.
- c) Post graduate Diploma in Law from Kenya School of Law.
- d) Admission to the Roll of Advocate of the High Court of Kenya.
- e) Member of the Law Society of Kenya in good standing.
- f) Minimum eight (8) years relevant experience with at least three (3) years' experience in a supervisory capacity in a comparable role.
- g) Certificate in Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- h) Certified Secretary (K) or its equivalent qualification from a recognized institution will be an added advantage.
- i) Valid practicing certificate.



- j) Evidence of proficiency and knowledge in Computer Applications.
- k) Shown merit and ability as reflected in work performance and results.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Influencing persuasion and negotiation.
- b) Effective communication skills.
- c) Policy and strategic implementation.
- d) Delivery of quality results.
- e) Risk management.
- f) Technical Competencies.
- g) Decision-making and problem-solving skills.
- h) Empowering/delegating.
- i) High standards of professional ethics.
- j) Managerial, administrative and supervisory skills.
- k) Coping with pressure and setbacks.
- l) Coaching/mentoring.

### **13. RE-ADVERTISEMENT: QUALITY ASSURANCE COORDINATOR, JOB GROUP K7 (3 POSTS)**

#### **Job Purpose**

Reporting to the Senior Quality Assurance Coordinator, the Quality Assurance Coordinator will be responsible for the implementation of quality assurance programmes and ensuring that quality systems are maintained in accordance with the ISO 9001:2015 Standards.

#### **Duties and Responsibilities**

- a) Coordinating quality systems audits
- b) Participating in the formulation of quality assurance policies for the hospital
- c) Provide oversight on risk management of the institution
- d) Coordinating training on quality systems
- e) Preparing reports on risk and quality related issues.
- f) Initiating quality systems research in the hospital
- g) Coordinating activities of risk management and quality assurance officers.
- h) Assisting departments in developing risk registers

#### **Qualifications and Experience**

- a) Bachelor's degree in any of the following: Research Methods, Public Health, Health Management or Quality Management.
- b) At least one (1) year experience as lead Auditor of quality/environmental management systems.
- c) A certificate in ISO 9001:2015 Lead Auditors course will be an added advantage.

- d) Certificate in computer operations from a recognized institution.
- e) Prove of being a member of a Quality Management System Committee in a Hospital Set up would be an added advantage.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Effective communication and reporting skills.
- b) Ability to work under minimal supervision.
- c) Mentoring and coaching skills.
- d) Good time management.
- e) Team player.
- f) Excellent interpersonal skills.
- g) Attention to detail and quality orientation skills.
- h) Problem solving and analytical skills.
- i) High standard of professional ethics.
- j) Responsive, prompt and effective provision of services.

## **14. RE-ADVERTISEMENT: MEDICAL PHYSICIST II, JOB GROUP K8 (1 POST)**

### **Job Purpose**

The Medical Physicist II will be reporting to the Senior Medical Physicist and will be responsible and accountable for the delivery of Medical Physics services in the Hospital.

### **Duties and responsibilities**

- a) Planning treatment of cancer patients.
- b) Performing radiation dosimetry work.
- c) Performing both diagnostic and therapeutic procedures for cancer patients.
- d) Administering radioactive drugs to patient undergoing diagnosis or therapy under a specialist's prescription; and
- e) Coaching, mentoring, guiding and counselling of staff.

### **Qualifications and Experience**

- a) A Bachelor of Science degree in Physics or Engineering, Medical Physics/Health Physics from a recognised institution.
- b) Proficiency in Computer Applications.
- c) Fulfilled with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Interpersonal skills.
- b) Decision-making and problem solving skills.
- c) Target setting.
- d) Planning and organizing the job.

- e) High standards of professional ethics.
- f) Administrative and supervisory skills.
- g) Responsive, prompt and effective provision of services.
- h) Effective communication skills.
- i) Influencing persuasion and negotiation.
- j) Team player.
- k) Proactive.

**15. RE-ADVERTISEMENT: SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (DATABASE ADMINISTRATOR), JOB GROUP K7 (1 POST)**

**Job purpose**

Reporting to the Chief ICT Officer, the Senior ICT Officer(Database Administrator (DBA)) will be responsible for the performance, integrity and security of the Hospital databases.

**Duties and responsibilities**

- a) Establishing the needs of users and monitoring user access and security.
- b) Creating and maintaining all databases required for development, testing, training and production usage.
- c) Designing databases for maximal performance, scalability, flexibility and reliability.
- d) Performing the capacity planning required to create and maintain the databases.
- e) Performing ongoing tuning of the database instances.
- f) Planning and implementing backup and recovery of the databases.
- g) Controlling migrations of programs, database changes, reference data changes and menu changes through the development life cycle.
- h) Implementing and enforcing security for all the databases.
- i) Performing database re-organization as required to assist performance and ensure maximum uptime of the database.
- j) Putting standards in place to ensure that all application design and code is produced with proper integrity, security and performance.
- k) Performing reviews on the design and code frequently to ensure the site standards are being adhered to.
- l) Providing technical support to application development teams.
- m) Enforcing and maintaining database constraints to ensure integrity of the database.
- n) Administering all database objects, including tables, clusters, indexes, views, sequences, packages and procedures.
- o) Assisting with impact analysis of any changes made to the database objects.
- p) Troubleshooting problems regarding the databases, applications and development tools.

- q) Creating new database users as required.
- r) Managing sharing of resources amongst applications.
- s) Undertaking any other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Qualifications and Experience**

- a) Degree in Computer Science or its equivalent from a recognized institution.
- b) Minimum of Four (4) years relevant experience(database management) in a demanding environment.
- c) Good knowledge of database security management.
- d) Solid knowledge of both database and system performance tuning.
- e) Ability to handle multiple projects and deadlines.
- f) Good understanding of at least one of Linux or UNIX operating systems.
- g) Full DBA certification required: Oracle DBA, MCDBA or equivalent.
- h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Effective communication and reporting skills.
- b) Good time management.
- c) Decision-making and problem-solving skills.
- d) Target setting.
- e) High standards of professional ethics.
- f) Responsive, prompt and effective provision of services.
- g) Team player.
- h) Excellent interpersonal skills.
- i) Client service support and public relations.

## **16. RE-ADVERTISEMENT: SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (APPLICATION DEVELOPER/PROGRAMMING EXPERT), JOB GROUP K7 (1 POST)**

### **Job Purpose**

Reporting to the Chief ICT Officer, the Senior ICT Officer (Application Developer) is responsible for delivering high quality, maintainable and robust software solutions that fit end user requirements.

### **Duties and Responsibilities**

- a) Designing and implementing applications/solutions based on given requirements, documenting the designs and providing time estimates to meet business requirements.
- b) Translating design requirements into reliable and user-friendly solutions using

appropriate technologies, languages and tools.

- c) Modifying existing or creating 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) Producing automated Unit/Integration tests during development and support System/UAT testing in conjunction with interested parties.
- g) Integrating applications both internally developed as well as outsourced systems to ensure seamless exchange of data across multiple application systems and databases.
- h) Troubleshooting technical issues in software applications and identify modifications needed in existing applications to meet changing user requirements.
- i) Giving technical and business support to customers, helpdesk, Data Centre and other ICT personnel in order to meet business and operational needs.
- j) Preparing and testing sample datasets to ensure that output from new or modified systems work as intended.
- k) Conducting user acceptance testing to ensure the program can be used easily and functions as intended.
- l) Writing detailed documentation for the operation of the program by users and computer operators.
- m) Undertaking any other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Qualification and Experience**

- a) Degree in Computer Science or its equivalent from a recognized institution.
- b) Minimum of Four (4) years hands-on experience in systems development.
- c) Must have a working knowledge of relational databases, web and client-server concepts.
- d) Fluent in at least two programming languages/tools.
- e) Demonstrated NET development experience.
- f) Fast learner (capable of picking up new technologies and end user requirements quickly and efficiently).
- g) Knowledge of Object Orientated (OO) principles and OO Design experience. Understanding of basic computer hardware (as required by a programmer using a high level language; e.g. can conceptualize/describe CPUs, Memory, Hard drives, Networks e.t.c).
- h) 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).

- i) Previous implementation and design experience (medium to large scale sized systems).
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Key Competencies**

- a) Effective communication and reporting skills.
- b) Good time management.
- c) Decision-making and problem-solving skills.
- d) Target setting.
- e) High standards of professional ethics.
- f) Responsive, prompt and effective provision of services.
- g) Team player.
- h) Excellent interpersonal skills.
- i) Client service support and public relations.

## **17. REGISTERED CLINICAL OFFICER II (PAEDIATRICS), JOB GROUP K9 (1 POST)**

### **Job Purpose**

The Registered Clinical Officer (Paediatrics) will be responsible to the Senior Registered Clinical Officer(Paediatrics) for provision of quality health services in the Hospital.

### **Duties and responsibilities**

- a) History taking, examining, diagnosing, education and treating patients' 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 skill;
- f) Assessing, preparing and presenting medico-legal reports; and
- g) Training, guiding and mentoring students on internship.

### **Qualifications and Experience**

- a) Higher Diploma in any of the following; Child Health & Paediatrics or its equivalent qualification from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery or Clinical Medicine & Community Health from a recognized institution with demonstrated experience of not less than three (3) years at grade of Registered Clinical Officer III.
- c) Certificate of Registration from the Clinical Officers' Council.
- d) Annual Retention Certificate.
- e) Shown merit and ability as reflected in work performance and results.

- f) Evidence of proficiency and knowledge in computer applications.
- g) Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

**Key Competences**

- a) Effective communication skills.
- b) Good time management.
- c) Decision-making and problem solving skills.
- d) Target setting.
- e) High standards of professional ethics.
- f) Responsive, prompt and effective provision of services.
- g) Team player.
- h) Excellent interpersonal skills.
- i) Client service support and public relations.

**18. LINEN MARKER III, JOB GROUP K13 (1 POST)**

**Job Purpose**

The Linen Marker III will be responsible to the Laundry Manager for printing of linen in the Hospital.

**Duties and Responsibilities**

- a) Making models.
- b) Employing scanning techniques.
- c) Mixing dyes and ink to desired viscosity.
- d) Making coat and expose screens as required.
- e) Laying of linens, marking and folding.
- f) Receiving and dispatching linen.

**Qualifications**

- a) KCSE Mean grade D (plain) or D+(Plus) or its equivalent qualification.
- b) Certificate in printing technology from a recognized institution.
- c) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**Key Competences**

- a) Effective communication skills.
- b) Ability to work under minimal supervision.
- c) Good time management.
- d) Team player.
- e) Excellent interpersonal skills.
- f) Client service support and public relations.

## **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 24<sup>th</sup> April 2019** 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](http://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.***