KENYATTA NATIONAL HOSPITAL

VACANCY

EXTERNAL ADVERTISEMENT

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. **For those applying for the positions below, kindly indicate the code: KNH/NAIROBI 2020**

1. **CHIEF MEDICAL SPECIALIST, JOB GROUP K1, ANAESTHESIA (1 POST), ENT (1 POST)**

**Job Purpose**

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

**Duties and Responsibilities**

a) Establishing effective teams to deliver quality clinical outcomes and ensure good working relationships with other specialists.
b) Promoting efficient and high standards of specialized clinical care to patients.
c) Providing clinical direction and consultation to all levels of medical and professional staff.
d) Performing complicated clinical procedures in the area of specialization.
e) Participating in the planning and management of health care programmes and projects in the Hospital.
f) Participating in the assessment of patients as may be required by the Hospital Management.
g) Participating in clinical research, health planning and policy.
h) Teaching, training, coaching and mentoring Clinicians and students.
i) Participating in preparation of annual budgets for the department.
j) Participating in quality Assurance / OSHE initiatives in the Department.
k) Ensuring compliance with the set standard operating procedures.
l) Facilitating regular inspections and quality audits to ensure conformity with national guidelines and regulations.
m) Protecting patients and support staff by adhering to Infection Control Protocols.
n) Participating in the preparation of the expenditure estimates/ PC negotiations for the department.
o) Effective supervision and development of staff.
p) Any other duties that may be assigned from time to time.

Qualifications and Experience

a) Masters Degree in Medicine (M.Med) 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 Kenya Medical Practitioners and Dentists 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 is an added advantage.
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.

2. DEPUTY DIRECTOR, HUMAN RESOURCE, JOB GROUP K2, (1 POST)

Job Purpose

The purpose of the Deputy Director, Human Resource will be to organize, analyse, design, recruit and select, train and develop performance appraisal, career and succession planning and management of employee retentions within the Hospital.

Duties and Responsibilities

a) Formulating human resource management policies, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations.
b) Analyzing the impact of human resource management policies, rules and regulations on the staff in the Hospital.
c) Reflect the Hospital’s values, promotes accountability and high performance.
d) Providing technical advice and interpreting Human Resource policies, rules and regulations.
f) Overseeing and coordinating all human resource management activities including preparation of Human Resource Budget, recruitment, selection, placement, promotion, career management, training and development, staff welfare, discipline, salary administration.

g) Capacity building and performance management.

**Qualifications and Experience**

a) A minimum period of ten (10) years relevant work experience with at least five (5) years’ experience in a management capacity.

b) Bachelor’s degree in any of the following Social Sciences: Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent qualification from a recognized institution.

c) Master’s Degree in Human Resource Management/ Development, Human Resource Planning and Development, Business Administration/ Management, Public Administration or its equivalent qualification from a recognized institution.

d) Postgraduate Diploma in Human Resource Management or its equivalent qualification from a recognized institution.

e) Prove of membership with the Institute of Human Resource Management (IHRM).


g) Leadership/Management Course lasting not less than six (6) weeks from a recognized institution.

h) Leadership/Management Course lasting not less than four (4) weeks from a recognized institution.

i) Proficiency in computer applications.

j) Complied with the requirements of Chapter Six (6) of the Constitution Kenya, 2010.

k) Demonstrated a high degree of professional Competencies and administrative capability.

3. **RE-ADVERTISEMENT- MONITORING AND EVALUATION MANAGER, JOB GROUP K4 (1 POST)**

**Job Purpose**
Reporting to the Deputy Director, Planning & Strategy, the Monitoring and Evaluation Manager will be responsible for monitoring & Evaluating all Hospital strategies, policies, programs and projects.

Duties and Responsibilities

a) Plans, organizes, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation section.

b) Establishes and manages a performance monitoring and evaluation framework with specific goals, outcomes, inputs, processes, indicators, data needs and sources as well as reporting templates and frequency, for effective monitoring, reporting and updating of the progress of programmes and projects in the Hospital.

c) Leads the development and implementation of Monitoring and Evaluation systems for all programmes and projects in the Hospital including designing frameworks and procedures for monitoring and evaluation, provides training in Monitoring and Evaluation techniques to staff in the Hospital.

d) Leads the analysis of data collected under the Monitoring and Evaluation framework in order to assess progress and areas for improvement.

e) Oversees the conduct of mid-term and post-programme evaluation and the preparation of periodic progress reports on programmes, projects and strategies.

f) Direct analysis of Monitoring and Evaluation findings, best practices and lessons learned and the dissemination of same to department/units.

g) Supports Senior Management in employing an impact and evidence-based approach to working so that lessons learnt are implemented in future plans and priorities.

h) Oversees the collection and provision of planning data for the formulation of Hospitals development strategies.

i) Build capacity and establish partnership for Monitoring and Evaluation in the Hospital.

Qualifications and Experience

a) A Masters Degree in any of the following disciplines: Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, Epidemiology, Operation research, Survey techniques, Strategy or relevant field from the recognized University.

b) A Bachelor's Degree in any of the following disciplines: Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, operation research,
survey techniques, Strategy, Project Management, Medical/ Health sciences or 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) Experience in strategic planning, performance measurement, indicator selection, and target setting, reporting and database management.

e) Experience in developing Monitoring and Evaluation and performance monitoring plans and tools.

f) A certificate in Leadership/Management lasting not less than 4 weeks.

g) Certificate in monitoring and evaluation course.

h) Proficiency in statistical packages and strong quantitative and qualitative research skills.

i) Fulfil the requirements Chapter six (6) of the Constitution Kenya, 2010.

4. RE-ADVERTISEMENT: DEPUTY CHIEF DENTAL TECHNOLOGIST, JOB GROUP K5 ; (1 POST)

Job Purpose
Reporting to the Head of Department, Dentistry, the Deputy Chief Dental Technologist will be responsible for planning and coordination of dental services in the Hospital.

Duties and responsibilities
a) Performing dental prosthesis.

b) Adjusting devices for people who have lost teeth or need to correct the appearance and performance of their teeth.

c) Constructing plastic dentures or implants.

d) Reconstructing the face of people damaged by accidents or diseases.

e) Designing, implementing and evaluating training programmes.

f) Coordinating the designing of appliances/ prostheses required in dentistry.

g) Assessing patient’s needs in relation to the appliances/prostheses.

h) Providing specifications for procurement of dental equipment and materials.

i) Training, counseling, guiding and mentoring staff and students.

j) Arranging and clasping teeth for new wire or cast chrome partials.

k) Banding wire for clasping and making soldered rests for partial dentures.

l) Coordinating 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.

m) Fabricating base plates and wax bite rims.

n) Recording bite relations on dental articulators.

o) Grinding, smoothing, and polishing dental prosthetics using finishing burrs and grinding equipment.
p) Operating and maintaining a variety of dental laboratory tools and equipment such as trimmers, grinders, lathes, articulators, and cleaning devices; and
q) Maintaining, recording, preparing reports, and conducting correspondence relative to the work.

**Qualifications and Experience**

a) Master’s degree in Dental Technology or its equivalent qualification from a recognized institution.
b) Bachelor of Science degree in Dental Technology from a recognized institution or its equivalent.
c) A minimum of eight (8) years relevant work experience with at least three (3) years’ experience in a supervisory capacity.
d) Certificate in leadership/management course.
e) Demonstrated professional competence and administrative capability.
f) Registration with the professional/Regulatory body.
g) Certificate in knowledge and proficiency in computer applications.

5. **RE-ADVERTISEMENT - DEPUTY CHIEF ADMINISTRATIVE OFFICER, JOB GROUP K5 (1 POST)**

**Job Purpose**

Reporting to the Chief Administrative Officer, the Deputy Chief Administrative Officer will be responsible for provision of quality administrative services in the Hospital.

**Duties and Responsibilities**

a) Formulating and reviewing administrative policies, procedures and guidelines.
b) Monitoring income and expenditure trends.
c) Coordinating and maintaining building and equipment.
d) Managing the inventory of assets.
e) Ensuring timely payment of bills for common services.
f) Managing contracts for maintenance services by outside vendors and ensuring compliance with Service Level Agreements (SLAs).
g) Preparing Annual Operational Plans and budgets for presentation to the Board.
h) Ensuring timely procurement of the departmental requirements.
i) Approving procurement of appropriate office furniture.
j) Approving payments of all bills for common services.
k) Preparing annual operational plans and budgets for presentation to the board.
l) Coordinating interdepartmental activities.
m) Monitoring and evaluating projects.
n) Managing quality standards and procedures.
o) Ensuring performance management and capacity building.
Qualifications and Experience

a) Master’s degree in any of the following Social Sciences: Health Management, Hospital Administration, Health Planning, Public Health, Business Administration or its equivalent qualification 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) Served for a minimum period of eight (8) years relevant work at least three (3) years’ experience in a supervisory capacity.

d) Certified Public Secretary (K) or its equivalent qualification from a recognized institution will be an added advantage.

e) Certificate in Leadership/Management Course lasting not less than four (4) weeks from a recognised institution.

f) Registered with a relevant professional body.

g) Proficiency in computer applications.

h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

6. RE-ADVERTISEMENT: CHIEF HUMAN RESOURCE OFFICER I, JOB GROUP K5 (2 POST)

Job purpose
Reporting to the Deputy Director, Human Resource, the successful candidate will be expected to participate in the planning, coordination, organization and general Human Resource management services in the hospital.

Duties and responsibilities

a) Implementing human resource management policies, procedures, processes and guidelines.

b) Analyzing utilization of human resources in the Hospital and advising on proper deployment.

c) Interpreting and implementing human resource management regulations, rules and procedures.

d) Managing payroll and human resource management records and the compliment control.

e) Handling labour relations and ensuring compliance with the Kenya Labour Laws and Practices.

f) Coordinating Human resource management activities/processes in the Hospital including recruitment and retention, promotion, placements/deployments, capacity development of all staff, employee relations/staff welfare, discipline, remuneration; Planning and budgeting for all Human Resource activities and programmes.
g) Undertaking Capacity building and performance management.

Qualifications and Experience


b) Bachelor’s degree in any of the following Social Sciences: Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent qualification from a recognized institution.

c) Diploma in Human Resource Management, Records Management or its equivalent qualification from a recognized institution.

d) Served a minimum period of eight (8) years relevant work experience with at least three (3) years’ experience in a supervisory capacity.

e) Membership to the Institute of Human Resource Management (IHRM).

f) Certificate in Leadership/Management Course.

g) Proficiency in computer applications.

h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

7. RE-ADVERTISEMENT: ORTHOPEDIC TECHNOLOGIST I/III, JOB GROUP K8 (4 POST)

Job purpose
Reporting to the Senior Orthopaedic Technologist, the Orthopaedic Technologist I will be responsible for efficient and effective delivery of orthopaedic services in the Hospital.

Duties and Responsibilities

a) Assessing patients needs.

b) Preparing and fitting orthopaedic appliances.

c) Verifying and maintaining information relating to patients.

d) Designing the orthopaedic appliances.

e) Fabricating and assembling prosthetic/orthotic devices and other orthopaedic appliances.

f) Ensuring availability of supplies and equipment.

g) Ensuring maintenance, repair and replacement of the appliance.

h) Supervising, training, guiding and mentoring staff and students.

Qualifications and Experience

a) Bachelor’s degree in Prosthetics/Orthopaedic Technology or a Diploma in Orthopaedic Technology or equivalent qualifications from a recognized institution.

b) Registered with National Association Orthopedics of Kenya.

c) Proficiency in computer applications.

8. **RE-ADVERTISEMENT- MEDICAL SPECIALIST II (ANAESTHESIA), JOB GROUP K4 (2 POSTS)**

**Job purpose**
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Anaesthesia) 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 “Second-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 any of the clinical fields or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- 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) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition certificate from the Medical Practitioners and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- 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.
9. **RE-ADVERTISEMENT- MEDICAL SPECIALIST II, (INFECTIONOUS DISEASES), JOB GROUP K4 (1 POST)**

**Job purpose**
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Infectious Diseases) 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) Reviewing patients in IDU (Infectious Diseases Unit) and in various critical care areas.
- c) Conducting major ward rounds and post admission rounds in the attached ward.
- d) Conducting weekly clinic.
- e) Conducting research and clinical audits.
- f) Training, supervising and mentoring Medical Officers, Medical Interns and other students.
- g) Undertaking medico-legal duties.
- h) Undertaking medical examinations and preparing Medical Board Proceedings;
- 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.
- l) Preparing medical reports.

**Qualifications and Experience**
- a) Master’s Degree in Internal Medicine from the University of Nairobi or any other Kenya Medical Practitioners and Dentist Board (KMPDB) recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Specialist recognition in Internal Medicine from Kenya Medical Practitioners’ and Dentist Board.
- d) Fellowship/Certificate or proven interest in infectious diseases sub-speciality.
- e) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- f) Retention in the Medical Practitioners and Dentist Board register.
- g) Professional Indemnity Cover.
- h) Evidence in knowledge and proficiency in computer applications.

10. **MEDICAL SPECIALIST II, (PAIN AND PALLIATIVE), JOB GROUP K4 (1 POST)**

**Job purpose**
Reporting to the Deputy Director Medical Services and will be expected to take full responsibility for patients under his/her care.
**Duties and Responsibilities**

a) Reviewing, examine and filter patients accordingly;
b) Provide quality emergency palliative/ medical care services;
c) Manage and treat general illnesses/diseases.
d) Manage pain and symptoms in patients with life threatening illnesses.
e) Provide psychological/ spiritual support to patients referred to the unit.
f) Refer patients for specialised treatment where necessary.
g) Perform ward rounds where necessary.
h) Participate in continuous medical education, seminars, workshops and conferences.
i) Co-ordinate continuous medical education in the unit.
j) Provide health education and control measures preventable diseases and injuries.
k) Carrying out and implement research projects in collaboration with medical specialists.
l) Any other duties as may be assigned.

**Qualifications and Experience**

a) Masters Degree in Palliative Care or Masters’ in Science in Palliative Care from an institution recognised by Kenya Medical Practitioners’ and Dentist Board.
b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
c) Registration Certificate by the Medical Practitioners and Dentists Board.
d) Valid practicing license from Medical Practitioners and Dentists Board.
e) Retention in the Medical Practitioners and Dentist Board register.
f) Professional Indemnity Cover.
g) Evidence in knowledge and proficiency in computer applications.
h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**11. MEDICAL SPECIALIST II, (PAEDIATRICS), JOB GROUP K4, (5 POSTS)**

**Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (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;
   a) Undertaking “Second-on-Call” duties including clerking, investigating and managing patients.
   b) Conducting weekly clinic and theatre days.
   c) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
   d) Performing emergency surgeries.
   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) 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) Proven interest in Paediatric Cardiology, Paediatric Neurology and Paediatric Neonatology will have an added advantage.
  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.

12. MEDICAL SPECIALIST II (PAEDIATRIC SURGERY), JOB GROUP K4 (1 POST)

Job purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (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 “Second-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 any of the clinical fields or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

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) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

d) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.

e) Proven experience of not less than one (1) year at the level of Medical Specialist.

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.


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13. **MEDICAL SPECIALIST II (OBSTETRIC & GYNAECOLOGY ), JOB GROUP K4 (1 POST)**

**Job purpose**

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Obstetric & Gynecology) 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 “Second-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.

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**Qualifications and Experience**
a) Master’s degree in Obstetric & Gynaecology or equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board.
b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
c) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.
d) Proven experience of not less than one (1) year at the level of Medical Specialist.
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.

14. MEDICAL SPECIALIST II (UROLOGY), JOB GROUP K4 (1 POST)

Job purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Urology) 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 “Second-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 (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
c) Sub Specialization in Urology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
d) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.
e) Proven experience of not less than one (1) year at the level of Medical Specialist.
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.

15. MEDICAL SPECIALIST II (PLASTIC SURGERY), JOB GROUP K4 (1 POST)

Job purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Plastic 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 “Second-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 (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
c) Sub Specialization in Plastic and Reconstructive Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

d) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.

e) Proven experience of not less than one (1) year at the level of Medical Specialist.

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.


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

Job purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Ophthalmology) 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 “Second-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 Ophthalmology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
   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) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.
d) Proven experience of not less than one (1) year at the level of Medical Specialist.
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.

17. MEDICAL SPECIALIST II (PSYCHIATRY), JOB GROUP K4 (1 POST)

Job purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Ophthalmology) 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 “Second-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 Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
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) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.
d) Proven experience of not less than one (1) year at the level of Medical Specialist.
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.

18. MEDICAL SPECIALIST II (ORTHOPAEDIC), JOB GROUP K4 (P); (1 POST)

Job Purpose
Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (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 “Second-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 (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
c) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
d) Specialist recognition certificate from the Medical Practitioners’ and Dentist Board.
e) Proven experience of not less than one (1) year at the level of Medical Specialist.
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.

19. DENTAL SPECIALIST II, JOB GROUP K4 (1 POST)

Job Purpose
An officer at this level will be responsible to a Senior Dental Specialist in provision of specialized dental services in the Hospital.

Duties and Responsibilities

a) Performing specific dental procedures; restorative, prosthodontics, pedodontics, orthodontics, minor oral-facial surgeries, and periodontology;
b) Providing health education and promotion;
c) Supervising, training and coaching of Dental Officers, Dental Interns and students;
d) Being on call to review, manage patients and undertaking medico-legal duties which include filling of P.3 forms;
e) Undertaking dental examinations, age assessment, and writing dental reports;
f) Conducting outreach community oral health services;
g) Ensuring annual work plans are adhered to;
h) Educating and creating awareness on prevention of dental diseases and dental health;
i) Maintaining of a dental health information system; and
j) Coordinating capacity building and development.

Qualification and Experience

a) Masters of Dental Surgery degree in any of the clinical disciplines or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
b) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
c) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
d) Served for a minimum period of five (5) years relevant experience, three (3) of which should have been at the level of Senior Medical Officer.
e) Certificate of Registration by the Medical Practitioners and Dentists Board.
f) Valid practising license from Medical Practitioners and Dentists Board.
g) Retention in the Medical Practitioners and Dentist Board register;
h) Professional Indemnity Cover.
i) Certificate in knowledge and proficiency in computer applications;
j) Compliance with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

20. CHIEF RADIOGRAPHER, JOB GROUP K4 (1 POST)
**Job purpose**
Reporting to the Head of Department, Radiology, the Chief Radiographer, will be responsible for effective provision of quality radiography services in the Hospital.

**Duties and Responsibilities**
a) Formulating, interpreting, implementing, evaluating and reviewing Radiological Policies, Guidelines, Standards and Procedures.
b) Ensuring provision of radiographic services.
c) Planning, coordinating, monitoring and evaluating radiographic operations.
d) Coordinating performance management.
e) Undertaking research and disseminating the findings.
f) Participating in curriculum development.
g) Supervising, training, counselling, guiding and mentoring staff and students.

**Qualifications and Experience**
a) Master of Science Degree in Medical Imaging or equivalent qualification from a recognized institution.
b) Bachelor of Science Degree in Medical Imaging Technology or equivalent qualification from a recognized institution.
c) Minimum work experience of eight (8) years relevant work experience with not less than three (3) years as a Deputy Chief Radiographer, Job Group K5 or five (5) years progressive experience as Assistant Chief Radiographer.
d) Certificate in Leadership/Management course.
e) Registered with Society of Radiographers of Kenya (SORK).
f) Current practicing license from Radiation Protection Body.
g) Proficiency in computer applications.

21. **DEPUTY CHIEF RADIOGRAPHER, JOB GROUP K5 (1 POST)**

**Job purpose**
Reporting to the Chief Radiographer, the Deputy Chief Radiographer will be responsible for planning and coordination of radiographic services in the Hospital.

**Duties and Responsibilities**
a) Formulating, interpreting, implementing, evaluating and reviewing Radiological Policies, Guidelines, Standards and Procedures;
b) Ensuring provision of radiographic services;
c) Planning, coordinating, monitoring and evaluating radiographic operations;
d) Coordinating performance management;
e) Undertaking research and disseminating the findings;
f) Participating in curriculum development; and
g) Supervising, training, counselling, guiding and mentoring staff and students.
Qualifications and Experience

a) Master of Science Degree in Medical Imaging or equivalent qualification from a recognized institution.
b) Bachelor of Science Degree in Medical Imaging Technology or equivalent qualification from a recognized institution.
c) Minimum work experience of eight (8) years relevant work experience with not less than three (3) years as Assistant Chief Radiographer, Job Group K6.
d) Demonstrated high degree of professional competence and administrative capability.
e) Certificate in Leadership/Management course.
f) Registered with Society of Radiographers of Kenya (SORK).
g) Current practicing license from Radiation Protection Body.
h) Evidence of proficiency and knowledge in computer applications.

22. ELECTRICAL ENGINEER, JOB GROUP K6 (1POST)

Job purpose

The Electrical Engineer will be responsible to the Head of Department, Engineering services in provision of Electrical services in the Hospital.

Duties and responsibilities

a) Planning, coordinating, controlling and directing electrical and plant section services in Engineering department of the Hospital.
b) Development of the sections work plans, budget procedures and overall management.
c) Coordinating the sections Performance Management, Quality Assurance, Environmental and Legal Stipulations.
d) Develop Technical specifications, bills of quantities for works, services and equipment and participate in procurement of goods, services and works.
e) Prepare monthly, quarterly, annual or special purpose reports.
f) Coordinate training, mentorship and internships within the section.
g) Plan, monitor and supervise staff, provide operational direction and responsibilities, provide technical and professional guidance to staff.

Qualifications and experience

a) Must have worked for at least seven (7) years in a busy engineering firm or Institution and held a Managerial position for not less than three (3) years in a reputable Organisation.
b) Bachelor degree in Electrical Engineering (Power Option) or its equivalent qualification from a recognized institution.
c) Masters degree in Engineering or its equivalent from a recognized institution.
d) Registration by The Engineers Board of Kenya (EBK) as a professional
   Engineer (PE) or higher.
e) Valid practicing license as a Professional Engineer or higher from EBK.
f) Corporate membership Certificate of the Institution of Engineers of Kenya (IEK)
   or higher.

23. SENIOR SUPERINTENDENT (BUILDING), JOB GROUP K7, (1 POST)

Job Purpose

The Senior Superintendent (Building) will be responsible to the Head of Engineering
Department for planning and implementing Building services in the Hospital.

Duties and responsibilities

a) Coordinating and supervising of Building Services, Built infrastructures and
   support services.
b) Formulating and reviewing of Building Specifications for Building materials,
   services and works.
c) Designing preparation of drawings and BOQS, monitory and supervision of
   Building development works, services and land projects.
d) Supervising and training of Built infrastructure technical staff.
e) Preparation and maintenance of inventions of Built infrastructure, preparation
   and scheduling of PPMS, preparation of technical reports and proposals.
f) Preparation and processing of procurements including tenders evaluations and
   technical negotiations.
g) Budget preparation, planning and implementation.
h) Preparation of periodic reports and management documents.

Qualifications and experience:

a) Served as a Superintendent (Building) or an equivalent position for not less than
   three (3) years in a reputable organization.
b) National Diploma in Building Services or its equivalent qualification from a
   recognized institution.
c) Higher Diploma in Building economics, construction or architecture or its
   equivalent qualification from a recognized institution will be an added advantage.
d) Registration by NCA.
e) Proficiency in computer applications.
f) Registration with the relevant Professional Body
g) Complied with the requirements in Chapter Six in the contribution of Kenya 2010.

24. SUPERINTENDENT (BUILDING), JOB GROUP K8, (1 POST)
The Superintendent (Building) will be responsible to the Senior Superintendent (Building) for planning and implementing Building services in the Hospital.

**Duties and responsibilities**

a) Coordinating and supervising of Building Services, Built infrastructures and support services.
b) Formulating and reviewing of Building Specifications for Building materials, services and works.
c) Designing preparation of drawings and BOQS, monitory and supervision of Building development works, services and land projects.
d) Supervising and training of Built infrastructure technical staff.
e) Preparation and maintenance of inventions of Built infrastructure, preparation and scheduling of PPMS, preparation of technical reports and proposals.
f) Preparation and processing of procurements including tenders evaluations and technical negotiations.
g) Budget preparation, planning and implementation.
h) Preparation of periodic reports and management documents.

**Qualifications and experience**

a) Served as a Senior Inspector (Building) or an equivalent position for a period not less than three (3) years in a reputable organization.
b) National Diploma in Building Services or its equivalent qualification from a recognized institution.
c) Higher Diploma in Building economics, construction or architecture or its equivalent qualification from a recognized institution will be an added advantage.
d) Registration by NCA.
e) Proficiency in computer applications.
f) Registration with the relevant Professional Body
g) Complied with the requirements of Chapter Six of Contribution Kenya 2010.

25. **SENIOR INSPECTOR (BUILDING), JOB GROUP K9, (2 POSTS).**

The Senior Inspector (Building) will be responsible to the Senior Superintendent (Building) for implementation of building services in the Hospital.

**Duties and responsibilities**

a) Co-ordinate, control and direct the Building Section.
b) Participate in development of the Section Work plan and budget.
c) Developing specifications and bills of quantities for works and equipment.
d) Participate in procurement of goods, works and service.
e) Manage Building inventories, develop and implement PPM schedule for Building equipment and services.
f) Prepare monthly, quarterly and annual sectional reports.
g) Participate in committee meetings as appropriate.
h) Supervise, coach and mentor staff.
i) Approve work schedules and on calls schedules for section.
j) Ensure the implementation of the policies and procedures, in accordance with the policies and procedures of the hospital.
k) Ensure that the overall activities meet the requirements of quality management environmental policies and legal stipulations.
l) Demonstrate evidence of successful participation in required training programs offered by the hospital.
m) Recognize the necessary to continually develop skills and acquire additional knowledge appropriate to the position.

Qualifications and experience

a) National Diploma in Building Services or its equivalent qualification from a recognized institution.
b) Higher Diploma in Building economics, construction or architecture or its equivalent qualification from a recognized institution will be an added advantage.
c) Registration by NCA
d) Proficiency in computer applications.
e) Registration with the relevant Professional Body
f) Complied with the requirements of Chapter Six of the Contribution Kenya 2010.

26. SENIOR INSPECTOR (ELECTRICAL), JOB GROUP K9, (2 POSTS)

Job Purpose
An officer at this level will be responsible to the Senior Superintendent (Electrical) for implementation 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 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) Demonstrate 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.

Qualification and Experience

a) National Diploma in Building Services or its equivalent qualification from a recognized institution.

b) Higher Diploma in Engineering Technology in any of the following fields: Building and Civil, Mechanical, Electrical, Plant, Motor Vehicle Engineering.

c) Registration by NCA

d) Registration with relevant professional body.

e) Proficiency in computer applications

f) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

27. DRAUGHTSMAN, JOB GROUP K9 (1 POST)

Job Purpose
The Draughtsman will be responsible to the Senior Superintendent (Building) for designing of all drawings in the Hospital.

Duties and Responsibilities

a) Reviewing information for completeness and accuracy.
b) Check plans.
c) Transform AUTOCAD drawings into 3D drawings (If required).
d) Prepare assembly and detail drawings on the basis of the information and instruction provided.
e) Makes necessary calculations for drawing development.
f) Prepares and assists in drawing revisions are required.
g) Prepares As-built drawings in the prescribed computer sheet given by the Client/Consultant and assist in Project Close-Outs.
h) Maintains knowledge of Company standards and incorporate these into engineering design.
i) Performs other duties and responsibilities as may be assigned from time to time.
Qualifications and experience

a) At least three (3) years working experience in designing and drawing of Building systems in a reputable organization.
b) Diploma in Engineering (Civil, Building, Structural, Mechanical) or its equivalent qualification from a recognized institution.
c) Proficiency in AUTOCAD and ARCHICAD.
d) Ability to work within a multi-disciplinary team including process, mechanical, civil-structural, electrical, instrumentation and piping.
e) Excellent communication skills (interpersonal and written) and proven ability to collaborate with team members in a multi-discipline environment.
f) Strong organizational skills, technical competence and attention to detail, professional approach to time, costs and deadlines.

28. RISK AND AUDIT OFFICER I, JOB GROUP K8 (1 POST)

Job Purpose

The officer will be responsible to the Senior Risk and Audit Officer in provision of Audit services in the Hospital.

Duties and Responsibilities

a) Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
b) Performing substantive and compliance testing of accountable records and documents and prepare working papers;
c) Providing input in preparation of audit reports for audit engagements executed; and
d) Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits

e) Person Specification

Qualification and Experience

a) Have Bachelor’s Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
b) Have passed Certified Public Accountant Part III (K);
c) Certificate of Membership to Institute of Certified Public Accountants - Kenya.
d) Certificate of Membership to Institute of Internal Auditors.
e) Certificate in computer application

29. OCCUPATIONAL THERAPIST I/III, JOB GROUP K8/K10, (1 POST)

Job Purpose
The officer will be responsible to the Senior Occupational Therapist for contribution to patient satisfaction through delivery of efficient and effective Occupational Therapy services.

**Duties and Responsibilities**

a) Assessing, formulating and implementing patient treatment plan.
b) Carrying out client’s functional assessment and formulating intervention measures.
c) Providing health education to patients and care givers.
d) Maintaining records and data relating to patients.
e) Collecting data for operational research.
f) Protecting patients and support staff by adhering to infection control protocols.
g) Sensitizing the community on existing and emerging Occupational Therapy issues.
h) Implementing and monitoring outpatient and inpatient Occupational Therapy programmes.
i) Ensuring compliance with the set standards operating procedures.
j) Supporting quality Assurance/ OSHE initiatives in the department.
k) Preparing periodic reports.

**Qualification and Experience**

a) Degree in Occupational Therapy or Diploma in Occupational Therapy or its equivalent from a recognised institution.
b) Registration by the Kenya Occupational Therapy Association of Kenya.
c) Certificate in Computer applications.

**ORTHO PAEDIC PLASTER TECHNICIAN III, JOB GROUP K11 (2 POSTS)**

**Job Purpose**

An officer at this level will be responsible to the Senior Orthopaedic Plaster Technician for provision of plaster services in the Hospital.

**Duties and Responsibilities**

a) Application and removal of all types of tractions
b) Manipulating and reducing fractures and dislocations;
c) Removing casts and splints;
d) Assisting in preparing and applying casts and orthopaedic appliances; and
e) Assisting with orthopaedic procedures including wound care and fracture reduction.
f) Assist in theatre during orthopaedic surgery

**Qualification and Experience**
a) Certificate in either Orthopaedic Plaster and Traction Technology or 
Orthopaedic Plaster Technology from a recognized institution.
b) Be a Member of Kenya Society of Orthopaedic Technician/Technologist 
(KESOTT)
c) At least two (2) years experience as an Orthopaedic Plaster Technician in a 
reputable organization.
d) Certificate in Computer application skills from a recognized institution

31. CHIEF NUTRITION OFFICER - JOB GROUP K4 (1POST)

Job Purpose

Reporting to the Deputy Director, Medical Services, the Chief Nutrition Officer shall be 
responsible for planning, organizing, supervising and evaluating of nutrition services in 
the Hospital.

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.
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 Deputy Chief Nutrition 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.

32. DEPUTY CHIEF NUTRITION OFFICER, JOB GROUP K5 (1POST)
Job Purpose
Reporting to the Chief Nutrition Officer, the Deputy Chief Nutrition Officer will be responsible for provision of nutrition needs of patients in the Hospital.

Duties and Responsibilities
a) Participate in planning, organizing, coordinating and evaluating nutrition programmes in the hospital.
b) Providing guidance, supervision, training and development of staff.
c) Coaching, mentoring, counseling and guiding students and interns
d) Co-coordinating training and examination of students and interns on practical attachment.
e) Participating in the preparation of the Departmental budget and ensuring efficient utilization of the allocated funds.
f) Participating in nutrition research and policy formulation.
g) Participating in setting of performance targets and ensuring their achievement.
h) Ensuring implementation of standard operating procedures and standards in the department.

Qualification and Experience
a) 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.
b) 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.
c) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
d) Registration by the Kenya Nutritionists and Dieticians Institute.
e) Minimum five (5) years relevant experience, with not less than three (3) years as a Senior Nutrition and Dietetic Officer or in a comparable role.
f) Valid practicing certificate.
g) Proficiency in computer applications.
h) Shown merit and ability as reflected in work performance and results.

33. DEPUTY CHIEF PUBLIC HEALTH OFFICER, JOB GROUP K5, (1 POST)

Job Purpose

An officer at this level will be responsible to the Chief Public Health Officer for provision of quality public health services in the Hospital.

Duties and Responsibilities

a) Planning, organizing, directing and controlling public health activities;
b) Providing public health services in conjunction with other relevant departments;
c) Developing and implementing training curriculum;
d) Supervising collection of water and food samples;
e) Ensuring disaster preparedness and response;
f) Supervising, coaching and counselling staff, training, guiding and mentoring students.
g) Personal Specifications

Qualification and Experience

a) Served for a minimum period of eight (8) years relevant work at least three (3) years experience in a supervisory capacity.
b) Bachelor’s degree in any of the following disciplines; Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution.
c) Masters degree in any of the following disciplines; Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management, Disaster Management or equivalent qualification from a recognized institution.
d) Valid practicing license from the Public Health Officer and Technicians Council.
e) Leadership/Management Course lasting not less than 4 weeks from a recognized institution.
f) Certificate in computer applications.
g) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

34. REGISTERED CLINICAL OFFICER II (ANAESTHESIA), JOB GROUP K9 (2 POSTS)
Job Purpose

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

Duties and Responsibilities

a) History taking, examining, diagnosis, education and treating patients common ailments at an outpatient or inpatient in the Hospital.
b) Guiding and Counselling patients, clients and staff on health issues.
c) Carrying out surgical procedures in the theatres.
d) Sensitizing patients and clients on preventive and promotive health.
e) Assessing, preparing and presenting medico-legal reports.
f) Ensuring compliance with the set standards operating procedures.
g) Training, guiding and monitoring students on internship.

Qualification and Experience

a) Higher Diploma in Anaesthesia or its equivalent from a recognised institution.
b) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health equivalent from a recognised institution.
c) Proven experience of not less than three (3) years as a Registered Clinical Officer.
d) Certificate of registration from the Clinical Officers Council.
e) Annual retention certificate.
f) Certificate in Computer applications.
g) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

35. DEPUTY CHIEF PHYSIOTHERAPIST, JOB GROUP K5, (1 POST)

Job Purpose

An officer at this level will be responsible to the Chief Physiotherapist in the provision of physiotherapy services in the Hospital.

Duties and Responsibilities

a) Developing and implementing policies, standards, guidelines and procedures in the provision of Physiotherapy services;
b) Coordinating stakeholders in disability mainstreaming and rehabilitation;
c) Devising appropriate Physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life;
d) Promoting and availing knowledge on use of assistive/supportive devices and technologies;
e) Coordinating development of health promotion and education materials for sensitization on neuro-musculoskeletal disorders and health living;
f) Ensuring provision of holistic Physiotherapy services to clients;
g) Coordinating assessment and categorization of persons with disabilities;
h) Conducting research on emerging trends and issues in Physiotherapy;
i) Managing an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system;
j) Monitoring and evaluating physical disability and Physiotherapy programmes and projects;
k) Preparation of strategic/work plans;
l) Participating in curriculum development; and
m) Coaching, mentoring, counseling, guiding and training staff and students.

**Qualification and Experience**

a) Bachelor’s degree in Physiotherapy or its equivalent from a recognized institution.
b) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
c) Masters degree in any of the following disciplines; Orthopedic Manual Therapy, Sports Physiotherapy, Obstetrics Physiotherapy, Pediatric Physiotherapy, Cardio-Pulmonary Physiotherapy, Neuro-Rehabilitation, Critical Care (ICU) Physiotherapy or equivalent qualification from a recognized institution.
d) Registration with Kenya Society of Physiotherapists.
e) Minimum five (5) years relevant experience, with not less than three (3) years as a Senior Physiotherapist or in a comparable role.
f) Valid practicing certificate.
g) Proficiency in computer applications.
h) Shown merit and ability as reflected in work performance and results.

**36. QUALITY ASSURANCE CORDINATOR, JOB GROUP K7; (1 POST)**

**Job Purpose**
The officer will be responsible to the Deputy Quality Assurance Manager 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

h) Assisting departments in developing risk registers

**Qualifications and Experience**

a) Bachelor’s degree in any of the following: Research Methods, Nursing, Public Health, Health Management or Quality Management or any health related field.

b) Experience in Quality Assurance matters.

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.


37. **MEDICAL LABORATORY TECHNOLOGIST I, JOB GROUP K8 (9 POSTS)**

**Job Purpose**

An officer at this level will be responsible to the Senior Medical Laboratory Technologist in the provision of laboratory services in the Hospital.

**Duties and Responsibilities**

- Recruiting, preparing and screening of blood donors for transfusion services;
- Performing blood grouping;
- Storing blood products according to their requirements;
- Screening for blood transfusion, infections, issuing blood and blood products to peripheral health facilities;
- Preparing blood products;
- Collecting and analyzing data;
- Processing the specimen according to the specified standard operating procedures (SOP);
- Supervising the disinfection, washing and sterilizing of apparatus;
- Mentoring and coaching trainees on practical attachment;
- Receiving and scrutinizing laboratory requisition forms/specimens;
- Preparing clients for collection of specimens;
- Receiving, collecting, labeling and registering specimens;
- Transferring specimens to specific sections for processing and analysis;
- Preparing reagents;
- Examining specimens;
- Writing and recording of results;
- Dispatching laboratory results for clinical management; and
- Preparing stains.

**Qualification and Experience**

a) Bachelor’s Degree in Medical Laboratory Sciences in any of the following
disciplines; Parasitology and Entomology, Clinical Chemistry, Medical Bio-
Chemistry, Haematology, Blood Transfusion Science, Virology, Bacteriology,
Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or
equivalent qualification from an institution recognized by the Kenya Medical
Laboratory Technicians and Technologists Board.
b) Registration Certificate issued by the Kenya Medical Laboratory Technicians and
Technologists Board (KMLTTB).
c) Valid practicing license from Kenya Medical Laboratory Technicians and
Technologists Board.
d) Proficiency in computer Applications.
e) Fulfilled with the requirements of Chapter Six (6) of The Constitution of Kenya

38. PHYSIOTHERAPY I/ III, JOB GROUP K8/K10 (2 POST)

Job Purpose

The officer will be responsible to the Senior Physiotherapist for ensuring patient
treatment satisfaction through delivery of efficient and effective physiotherapy services.

Duties and Responsibilities

a) Assessing, formulating and implementing patient treatment plan.
b) Carrying out clients functional assessment and formulating intervention
measures.
c) Maintaining record and data relating to patients.
d) Providing health education to patients and care givers.
e) Collecting data for operational research.
f) Protecting patients and support staff by adhering to infection control protocols.
g) Sensitizing the community on existing and emerging physiotherapy issues.
h) Implementing and monitoring outpatient and inpatient physiotherapy
programmes.
i) Ensuring compliance with the set standards operating procedures.
j) Preparing periodic reports.

Qualification and Experience

a) Degree in Physiotherapy or Diploma in Physiotherapy or its equivalent from a
recognised institution.
b) Registration by the Kenya Society of Physiotherapists in Kenya.
c) Proficiency in Computer applications.
d) Registration with Physiotherapy Council of Kenya (PCK)
e) Fulfilled with the requirements of Chapter Six (6) of the Constitution Kenya, 2010.
39. RADIOGRAPHER I/III, JOB GROUP K8/K10 (1 POST)

Job Purpose

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

Duties and Responsibilities

a) Providing radiographic services to patients.
b) Processing, verifying and maintaining information relating to patients.
c) Ensuring supply of radiographic and photographic equipments.
d) Preparing medical examination rooms for patients.
e) Positioning patients for imaging.

Qualification and Experience

a) Degree in Diagnostic or Therapeutic Radiography or Diploma in Diagnostic or Therapeutic Radiography or its equivalent from a recognised institution.
b) Registration with Society of Radiographers in Kenya (SORK)
c) Valid Practicing licence from Radiation Protection Body.
d) Proficiency in Computer applications.

40. PUBLIC HEALTH OFFICER I/III, JOB GROUP K8/K10, (2 POST)

Job Purpose

The officer will be responsible to the Senior Public Health Officer for implementation of sanitation and hygiene standards in the Hospital.

Duties and Responsibilities

a) Inspection for preventive maintenance in the Hospital, Hospital sanitation, healthcare and waste management.
b) Implementing sanitation and hygiene standards in the Hospital
c) Mobilizing, sensitizing and advising Hospital peripheral communities on matters relating to environmental health.
d) Identifying environmental health issues.
e) Implementing vector, vermin and rodent control measures.
f) Implementing integrated mosquito control strategies.
g) Participating in research, teaching and supervising the performance of both medical and non-medical staff as well as students.
h) Participating in preparation of annual budgets for the department.
i) Participating in Administrative activities of the department.
j) Participating inn delivery of Hospital strategic plan and performance contract.
k) Supervision of staff under him/her

**Qualification and Experience**

a) Degree in either Environmental/Health Science or Public Health Inspection or Public Health or Diploma in Environmental Health Science or its equivalent from a recognised institution.
b) Applicants for the Position of Public Health Officer I must have a one (1) year Public Health experience.
c) Valid Public Health Officers and Technician registration council certificate.
d) Proficiency in Computer applications.

**41. HEALTH INFORMATION OFFICER I (1 POST), JOB GROUP K8**

**Job Purpose**

The officer will be responsible to the Senior Health Information Officer for provision of quality health information services in the Hospital.

**Duties and Responsibilities**

a) Providing advice on disclosure, confidentiality and exchange of health records and information;
b) Analyzing health records data;
c) Carrying out health records and information systems review;
d) Capturing data from service points;
e) Disseminating health information where necessary;
f) Gathering data from different sources/service points;
g) Coding and indexing of records/diseases and surgical procedures according to international classification of diseases and procedures in medicine;
h) Analyzing daily bed returns;
i) Maintaining patients’ master index;
j) Maintaining diagnostic and surgical indices; and
k) Compiling of medical statistics preparing health records and reports.

**Qualification and Experience**

a) Bachelor’s Degree in Health Records and Information Management or equivalent qualification from a recognized institution.
b) A registered member of AMRO-K.
c) Proficiency in computer applications.
Method of Application

Those interested in applying for the declared vacancies and meet the job specifications are required to apply online and submit a hard copy of the Hospital application form available in the website with copies of certificates and testimonials on or before 18th February 2020 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.

a) 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

b) For those applying for the positions above, kindly indicate the code: KNH/NAIROBI 2020

“CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION”