



## KENYATTA NATIONAL HOSPITAL

### VACANCY

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

#### **1. MEDICAL SPECIALIST II – (GASTROENTEROLOGY), JOB GROUP - KNH6 (1POST)**

##### **Job Purpose**

The Medical Specialists (Gastroenterology) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

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

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards

and specialized clinics

- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

### **Qualifications and Experience**

- a) Master of Medicine degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/ Fellowship in Gastroenterology from a recognized institution.
- d) Specialist recognition certificate in Gastroenterology from the Medical Practitioners' and Dentist Council. However, physicians that have finished Mmed in Internal Medicine and are undergoing pre-KMPDC registration attachment are encouraged to apply;
- e) Registration Certificate by the Medical Practitioners and Dentists Council.
- f) Valid practicing license in Neurology from Medical Practitioners and Dentists Council.
- g) Professional Indemnity Cover.

## **2. TRAINING MANAGER, (KNH Training Centre) JOB GROUP KNH 5 (1POST)**

### **Job Purpose**

The Training Manager (KNH Training Centre) will be responsible to Deputy Director Research & Training Centre). The officer will be charged with the responsibility of developing and strengthening skills, capabilities and abilities to students in an effort to enhance services delivery.

### **Duties & Responsibilities:**

- a) Overseeing alignment of the training programs to the organizational objectives;
- b) Coordinate development and implementation of training programs that are aligned to the strategic objective;
- c) Develop training budget and ensure efficient management of resources within the training center;
- d) Ensure a safe training environment for both the teaching staff and students;
- e) Identify opportunities to develop, design and deliver new courses in response to market needs;
- f) Co-ordinate the accreditation of new courses & programmes for the school.

### **Qualification and Experience**

- a) Masters in Social Science or equivalent from a recognized institution.
- b) Bachelors Degree in Social Sciences or equivalent from a recognized institution.
- c) At least eight (8) years cumulative work experience in a training institution with three (3) in a supervisory position;
- d) Proof of development and execution of successful training programs.
- e) Experience in curriculum development.
- f) Certificate in computer application

### **3. MEDICAL SPECIALIST II – (HEMATO- ONCOLOGY), JOB GROUP - KNH6 (1 POST)**

#### **Job Purpose**

The Medical Specialists (Hemato-Oncology) are responsible to Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

#### **Duties and Responsibilities**

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities

- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

### **Qualifications and Experience**

- a) Master of Medicine degree (MMED) in Internal Medicine from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/Fellowship in Hemato-Oncology from a recognized institution.
- d) Valid specialist recognition certificate in Hemato-Oncology from the Medical Practitioners' and Dentist Council. However, physicians that have finished Mmed in Internal Medicine and undergoing pre-KMPDC registration attachment are encouraged to apply;

- e) Valid registration Certificate by the Medical Practitioners & Dentist Council.
- f) Professional Indemnity Cover.

#### **4. MEDICAL SPECIALIST II (RADIOLOGY), JOB GROUP KNH6; (2 POSTS)**

##### **Job purpose**

The Medical Specialists (Radiology) are responsible to Head of Department and will be expected to take responsibility for patients and medical imaging under their care to provide quality and timely services.

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

- a) Supervise and carry out radiological procedures and write reports.
- b) Interpretation of diagnostic medical images and transcription of radiological reports;
- c) Justification and protocoling of radiological examinations;
- d) Undertaking "First-on-Call" duties;
- e) Conducting weekly specialized Interventional radiology clinics as assigned, review inpatients for IR procedures as consulted
- f) Training, supervising and mentoring post graduate medical students (Registrars/ Residents), Medical Officers, Medical Intern and other students;
- g) Provision of consultation services to other departments;
- h) Participate in departmental committees and teams for work improvement;
- i) Research in the field of interest/expertise and training to improve the practise of radiology;
- j) To be involved in policy making at the Hospital and National level to improve health care provision in the country.

##### **Qualifications and Experience**

- a) Master's degree in Radiology or its equivalent from an institution recognized by the Kenya Medical Practitioners and Dentists Council (KMPDC).
- b) Bachelor of Medicine and Bachelor of Surgery (MBCChB) degree or its equivalent from a recognized institution by the Kenya Medical Practitioners and Dentists Council.
- c) Specialist recognition in Diagnostic Imaging & Radiation Medicine from the Kenya Medical Practitioners' and Dentist Council however, radiologists that have finished Mmed in Radiology and are undergoing pre-KMPDC registration attachment are encouraged to apply;
- d) Registration Certificate by the Kenya Medical Practitioners and Dentists Council.
- e) Valid practicing license in Radiology by the Medical Practitioners and Dentist

- Council;  
f) Professional Indemnity Cover.

**5. MEDICAL SPECIALIST II – (NEUROLOGY), JOB GROUP - KNH6 (1POST) MWAI KIBAKI HOSPITAL) (Readvertisement)**

**Job Purpose**

The Medical Specialists (Neurology) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

**Duties and Responsibilities**

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.

- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

### **Qualifications and Experience**

- a) Masters of Medicine degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/ Fellowship in Neurology from a recognized institution OR Shown interest to train in Neurology.
- d) Specialist recognition in Neurology from the Kenya Medical Practitioners' and Dentist Council. However, physicians that have finished Mmed in Internal Medicine and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- e) Registration Certificate by the Medical Practitioners and Dentists Council.
- f) Valid practicing license in Neurology from Medical Practitioners and Dentists Council.
- g) Professional Indemnity Cover.

## **6 MEDICAL SPECIALIST II -NEUROSURGERY, JOB GROUP - KNH6 (1 POST) (MWAI KIBAKI HOSPITAL OTHAYA) (Readvertisement)**

### **Job Purpose**

The Medical Specialists is responsible to the Head of Department for providing specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

### **Duties and Responsibilities**

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative

services;

- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Accepts other responsibilities that the Senior Medical Specialist may request from time to time, such as representation on Committees, investigates patient management practices, and initiates new procedures and services
- g) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- h) Coordinating and managing referral care within the framework of the hospital and national referral policies
- i) Working with other specialists to solve single or multiple medical issues as required by patients in the hospital
- j) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- k) Performing emergency medical procedures
- l) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- m) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- n) Performing regular rounds with the registrars and other officers to assist in patient management.
- o) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- p) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- q) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- r) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- s) Participating in community diagnosis, preventive & promotive care and treatment;
- t) Utilizing patient data to benefit the customer and service provider;
- u) Undertake medical research & clinical audits and implementing the findings.



## **Qualification and Experience**

- a) Master's degree in Neurosurgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Specialist recognition certificate in Neurosurgery from the Medical Practitioners' and Dentist Council. However, surgeons that have finished Mmed in Neurosurgery and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- d) Registration Certificate by the Medical Practitioners & Dentist Board.
- e) Valid practicing license in Neurosurgery from Medical Practitioners and Dentists Council.
- f) Professional Indemnity Council.

## **7. SENIOR PRINCIPAL PUBLIC HEALTH OFFICER, JOB GROUP KNH7 (1POST)**

### **Job purpose**

An officer at this level will be responsible to the Director, Health Care Quality in the provision of public health services in the Hospital.

### **Duties and Responsibilities**

- a) Participate in formulation of Hospital and National Health Policies;
- b) Oversee compliance with the relevant Public Health Laws that provides for guidance, standards and regulation of Public Health Services;
- c) Formulate, interpret and review policies relating to Public Health Services in conformity with the established Public Health Laws;
- d) Domestication and ensure compliance with Public Health Services standards, guidelines and ethics;
- e) Evaluate Public Health activities to ensure quality services;
- f) Co-ordinate bio-medical research and OSHE audit to inform policies;
- g) Plan and budget to ensuring prudent management of Public Health resources;
- h) Facilitate regular inspections and quality audits to ensure conformity with Hospital guidelines and regulations;
- i) Plan and manage capacity development including guiding, training, mentoring & coaching of staff;

- j) Informing and advising the Director, Health Care Quality on matters that influence and impact Public Health performance;
- k) Participating in curriculum development and review of training programs in line with Public Health guidelines majoring on emerging hospital needs;
- l) Providing technical and professional guidance to team members and management as required;
- m) Overseeing deployment of staff to ensure uninterrupted service delivery as envisaged in the service delivery charter;
- n) Participating in identifying staffing gaps and recruitment process;
- o) Coordinating tender processes including specification, evaluation, inspection & acceptance for Public Health assets/equipment;
- p) Participating in multi-disciplinary Hospital Committees;
- q) Participating in performance management and capacity development;
- r) Participating in drafting of Hospital and National Policy papers;
- s) Participating in the development and review of the Institution's strategic plan;
- t) Facilitating in development of Public Health programmes with an aim of improving services and optimizing public experience;

### **Qualification and Experience**

- a) Master's degree in any of the following disciplines; Environmental Health, Public Health, Epidemiology and Occupational Health and Safety from a recognized institution.
- b) Bachelor's Degree in any of the following disciplines; Environmental Health Science, Public Health from a recognized institution.
- c) Relevant work experience of at least eight (8) years with a minimum of three (3) years as a Principal Public Health Officer or a comparable position in a recognised institution.
- d) Certificate of Registration with a relevant professional body.
- e) Proficiency in Computer Application
- f) Leadership/Management Course lasting not less than four (4) weeks from a recognized institution.

## **8. LEGAL OFFICER, JOB GROUP KNH 8 (1 POST)**

### **Job purpose**

An officer at this level will work under direct supervision of the Manager, Legal Services in the provision of legal services in the Hospital.

### **Duties and Responsibilities**

- a) Preparing and reviewing legal contracts, deeds, leases and other legal papers of a routine nature;
- b) Researching on relevant statutes, ruling and precedents to be used as a basis for answering requests for legal opinions;
- c) Handling all legal matters including litigations in liaison with external lawyers;
- d) Providing legal advice and ensure compliance with legal and statutory requirements
- e) Maintaining a comprehensive database of all legal matters with up to date progress;
- f) Reviewing and formulating legal policies, procedures and regulations;
- g) Reviewing recent legislation, court cases, correspondence and publications pointing out matters of note or which necessitate management action;
- h) Liaising with other departments in managing legal matters;
- i) Assisting in the provision of secretarial duties to the Board of Directors as and when the need arises;
- j) Attending court hearing and relevant registries as and when required;
- k) Conducting legal awareness and education to Hospital staff.

### **Qualification and Experience**

- a) Bachelor of Laws degree or equivalent from a recognized Institution.
- b) Post graduate Diploma in Law or equivalent from the Kenya School of Law.
- c) Admission to the Roll of Advocate of the High Court of Kenya.
- d) Member of the Law Society of Kenya in good standing.
- e) Have a minimum of one (1) year post admission experience in a comparable role.
- f) Valid practicing licence from the relevant professional body.
- g) Evidence of proficiency and knowledge in Computer Application.

## **9. ASSISTANT REGISTERED CLINICAL OFFICER, (ANAESTHESIA) JOB GROUP – KNH 10 (2POSTS)**

### **Job Purpose**

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

### **Duties and Responsibilities**

- a) Taking history, examining, diagnosing and treating patients;
- b) Offering specialized clinical services in Anaesthesia;
- c) Guiding and counseling patients/clients and other staff on health issues;
- d) Implementing community health care activities in liaison with other health care workers;
- e) Carrying out minor surgical procedures as per training and skills.
- f) Collecting and compiling clinical data;
- g) Assessing, preparing and presenting medico-legal reports;
- h) Liaising with other health care personnel for efficient delivery of patient care;
- i) Teaching students undertaking training in the field;
- j) Referring patient/ clients to appropriate clinics and specialities.

### **Qualifications and Experience**

- a) Higher Diploma in Anesthesia or its equivalent from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery or its equivalent from a recognized institution.
- c) Certificate of Registration from the Clinical Officers Council of Kenya.
- d) Valid practicing licence from the Clinical Officers Council of Kenya
- e) Evidence in Proficiency in Computer Application

## **10. RISK MANAGEMENT COORDINATION AND QUALITY ASSURANCE OFFICER, JOB GROUP KNH 9 (1POST)**

### **Job Purpose**

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

### **Duties and Responsibilities**

- a) Provision of verification and assessing efficiency and effectiveness in operating processes and operations;
- b) Integration information systems into risk and compliance operations Sensitizing departmental quality assurance committee members;
- c) Review of internal control systems;
- d) Maintenance of compliance records and reports;
- e) Provision of advice on quality management;
- f) Participating in quality systems audits;
- g) Assisting department in developing risk registers.

### **Qualifications and Experience**

- a) Bachelor's Degree in Social Sciences, Biology and Biological Sciences for relevant field from a recognized University;
- b) Certificate in ISO 9001:2015 Quality Management System Standard Auditor;
- c) Evidence of proficiency in computer applications.

## **11. ASSISTANT DENTAL TECHNOLOGIST, JOB GROUP KNH 11 (1 POST)**

### **Job Purpose**

An officer at this level will be responsible to a Senior Dental Technologist in the provision of quality dental technology services in the Hospital.

### **Duties and Responsibilities**

- a) Supporting the administration in the coordination of the service offered within the dental lab (Prosthetics, Crown & Bridge, Orthodontics, And Maxillofacial Prosthetics, Implant Technology)
- b) Ensuring availability of supplies, equipment and materials in the dental laboratory (Micromotor, Dewaxing Machine, Burnout Furnace, Model Trimmer, Bench Press, Sand Blaster, Clamp and Flasks Vacuum Forming Machine, Pindex Machine Electro Polishing Machine, High Speed Grinder induction Casting Machine Vibrate Gel Machine Curing Machine. Alginate, Stock Teeth, Acrylic Powders, Acrylic Monomers, Modelling Wax, Inlay Wax, Cold Mould Seal, Orthodontics Wires, Bellavest, Wirovest, Expansion Liquid, Die Stone, Dental Stone, and Plaster Of Paris).
- c) Casting of all impression
- d) Constructions of study model
- e) Participate in training and teaching of dental technology interns and students
- f) Design and fabrication of complete and partial dentures
- g) Design and fabrication orthodontic appliances (Nance appliance, retainers, Hawley appliance, retractors, functional appliances)
- h) Design and fabrication crown and bridge partial dentures
- i) Design and fabrication cobalt chrome dentures
- j) Design and fabrication of surgical plates
- k) Design and fabrication of temporary acrylic crowns
- l) Design and fabrication of implant prosthesis
- m) Adherence to infection control protocols within the dental laboratory.

### **Qualifications and Experience**

- a) Diploma in Dental Technology or its equivalent qualification from a recognized institution.
- b) Certificate of registration by a relevant professional body.
- c) Proficiency in computer applications

## **12. PENSIONS OFFICER, JOB GROUP KNH 9 (2 POSTS)**

### **Job purpose**

The Pensions Officer will be responsible to the Pensions Manager in the provision of all pension related services in the Hospital.

### **Duties and Responsibilities**

- a) Members records management;
- b) Processing of stakeholder's payments;
- c) Coordinate monthly pension payment in consultation with the scheme administrator;
- d) Processing and maintain of member statements;
- e) Processing of contracts for the service providers;
- f) Safekeeping of essential pension scheme documents;
- g) Issuing notices to employees scheduled to retire;
- h) Verifying retirement documents;
- i) Scrutinizing and processing of pension claims;
- j) Checking of pensions and gratuity awards;
- k) General correspondence to pensioners and any other interested party;
- l) Offering customer care services and responding to public inquiries.

### **Qualifications and Work Experience**

- a) Bachelor's degree in any of the following disciplines: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or relevant qualification from a university recognized in Kenya;
- b) Certificate in Pensions Management Administration from a recognized institution;
- c) Registration Certificate from a recognized professional body.
- d) Working experience with a recognized public pension department or pensions schemes will be an added advantage.
- e) Evidence of proficiency in computer skills.

**13.SENIOR ASSISTANT HUMAN RESOURCE(Degree)/ ASSISTANT HUMAN RESOURCE (Higher Diploma or CHRP(K), ASSISTANT HUMAN RESOURCE (Diploma), JOB GRADEKNH9/ KNH10/KNH11 (4 POSTS)**

**Job Purpose**

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

**Duties and Responsibilities:**

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

**Qualification and Experience:**

- a) Degree in in Human Resource Management (HRM) or equivalent from a recognised institution.
- b) Higher Diploma in Human Resource Management (HRM) or Certified Human Resource Practitioners (Final certificate) or equivalent from a recognised institution.
- c) Diploma in Human Resource Management or equivalent from a recognised institution.
- d) Valid registration certificate with the Institute of Human Resource Management (IHRM).
- e) Proficiency in computer applications.

**Method of Application**

All those Interested in the above positions and meet the minimum requirements are requested to **download** and fill the application form available at KNH Website [www.knh.or.ke](http://www.knh.or.ke). The application form together with a detailed C.V indicating qualifications, experience, current responsibilities, copies of testimonials and

certificates must be submitted **on or before 26<sup>th</sup> September, 2022** 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:**

1. *Kenyatta National Hospital **DOES NOT** charge **ANY FEES** for application*
2. *Only shortlisted candidates will be contacted.*
3. *Successful candidate will be required to submit the document listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya,2010:*

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

**“ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION**

*Members of the public are informed that Kenyatta National Hospital, Human Resource Division will contact the shortlisted applicants and candidates through Telephone number 0780433080 only.*

**Winnie W. Mwangi (Mrs.)  
DIRECTOR, HUMAN RESOURCE**

6<sup>th</sup> September, 2022