



DIRECTOR OF FINANCE, STRATEGY & PLANNING (DFSP/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Directorate	Section/Unit: None
Job Title: Director of Finance, Strategy & Planning	
Reports to: Chief Executive Officer	
Direct Reports: a) Chief Finance Officer b) Deputy Director Hospital advancement, planning and strategy	
2. PURPOSE OF THE JOB:	
Reporting to the CEO, the Director Finance, Strategy & Planning will lead the development and implementation of the strategic planning and reporting framework, direct implementation of corporate planning processes for the hospital and will be responsible for all financial aspects of the hospital, both operational and strategic including ensuring effective financial management and financial control and for the performance of operational finance at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
a) Leadership <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Support the CEO in ensuring that the Hospital operates in accordance with the mission and policies set by the Board of Management.• Identify opportunities to initiate the implementation and evaluation of strategic and business planning processes in the hospital.• Provide leadership in the preparation and utilization of hospital budget a• Initiate budgetary control measures to ensure value for money.• Ensure the financial reporting systems and processes are standardized across the hospital to enhance accountability.• Provides proactive, sound guidance regarding management of assets and investments and other income generating opportunities within the facility.• Works with departmental heads to implement financial plans and productivity benchmarks and to monitor progress toward financial goals.	
b) Participate in the organization's strategic planning <ul style="list-style-type: none">• Lead the annual goal setting process and the development of hospitals strategic plan and support departments to realize the Vision, Mission and mandate of the Hospital• Collaborate with the CEO to plan, implement and evaluate hospital operational plans.• Provide strategic advice to the hospital management to enable shared understanding of best practices regarding divisional plans for highly effective and well aligned objectives of the hospital.• Engage to monitor trends, performance and progress against the strategic/ corporate plan and evaluate further support which may be required to ensure delivery against the plan• Facilitate periodic formative and summative evaluation of the strategic plan to ensure targets are achieved and any variances noted.	
a) Audit	



- Facilitate and manage relationships with internal and external audit functions and with the CEO, play a leading role in liaison with any regulatory bodies

b) Participate at professional forums, regulatory and statutory bodies.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Commerce, Education, Economics or any related field from a recognized university.
- b) Master's in Business Administration, Strategic Management Policy or related field from a recognized university.
- c) Senior Management professional course not lasting less than 6 weeks
- d) PhD is an added advantage
- e) Certification in any financial course will be an added advantage

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards.

Professional qualification required to effectively perform in the role:

- a) Registration with the relevant professional body if applicable

Soft skills required for the job:

- Communication skills
- Leadership skills
- Supervisory skills
- Team building skills
- Observation skills
- Analytical skills
- Organizational skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum years of experience the jobholder is required to have to be appointed to the position:

At least 10 years working experience in a Senior Financial, Planning or Strategy position.



DIRECTOR TRAINING, RESEARCH & INNOVATION (DTRI/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Training, Research & Innovation	Section/Unit: None
Job Title: Director Training, Research & Innovation	
Reports to: Chief Executive Officer	
Direct Reports: a) Deputy Director - Research & Innovation b) Deputy Director - Capacity building & Training	
2. PURPOSE OF THE JOB	
Reporting to the CEO, The Director Training, Research, and innovation will ensure strategic leadership in formulation and implementation of research and planning policies, systems and procedures at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
a) Leadership <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Head the Training, Research and innovation Directorate.• Coordinate the development and implementation of research strategy, policies, systems and procedures.• Ensure the effective dissemination of research findings to relevant partners and Stakeholders.• Spearhead and coordinate the organization's research assignments.• Collating and analyzing macro-economic, socio-economic and fiscal data.• Determine the most appropriate route for commercialization and progress the development of innovative services.• Oversee objective research and analysis on budget implementation policy.• Develop a network of contacts within professional healthcare organizations, other institutions of higher learning within Kenya, the Region and globally• Ensure all staff engaged in clinical research are appropriately trained, qualified and where appropriate, assure information is available for medical staff to include information within appraisals.• To produce an annual report detailing all research activity, income and output.• To ensure the completion and reporting of studies conducted in the organization.• Develop and deliver an international strategy which builds upon foundations around the world and identify new opportunities to work in partnership that furthers the professional and commercial ambitions of the hospital.• Ensure training resources are readily accessible to trainees as per accreditation guidelines.• Develop suitable programs for the development of clinical and broader based professional skills covering the subjects laid down in the training program curriculum and utilize a range of evaluation strategies in the continuous improvement of both formal and informal education programs.• Carry out market research and market entry feasibility studies in support of the assessment of the clinical or commercialization potential of innovation.	



- Develop collaboration agreements to support the commercialization of innovation.
- Provide a prospective training program for the trainees
- Ensure the process for Intellectual Property is fulfilled for all innovations within the hospital
- Help researchers and innovators on developing business cases
- Support researchers in budget management
- Grant identification and grant proposal writing.
- Support researchers on research dissemination

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Science, Education, Social Sciences or related field from a recognized Institution
- b) Master's Degree in Science, Education, Social Sciences or related field from a recognized Institution.
- c) MBA or PhD will be an added advantage
- d) Senior Management Course not lasting less than 6 weeks

Minimum level of knowledge required for the job (evidence required):

- a) Possesses skills in Research, Innovation and Project Management.
- b) Knowledge of fundraising and grant writing techniques (number and amount)
- c) Knowledge of writing scientific proposals and papers
- d) Knowledge of Budget Management

Professional qualifications required to effectively perform in the role:

- a) Professional qualification in a relevant area

Soft skills required for the job:

- a) Communication skills
- b) Team Management skills
- c) Analytical thinking skills
- d) Problem solving skills
- e) Organizational skills
- f) Decision Making skills
- g) Compassionate
- h) Organizational skills
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least ten year's working experience at a Senior Management level in training, research and innovation



DIRECTOR OF CORPORATE SERVICES & ADMINISTRATION (DCSA/KUTRRH/2)

1. BACKGROUND INFORMATION:	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: None
Job Title: Director – Corporate Services & Administration	
Reports to: Chief Executive Officer	
Direct Reports: a) Deputy Director-Corporate Affairs & Partnerships b) Deputy Director – Administration Services c) Deputy Director - Human Resources	
2. PURPOSE OF THE JOB:	
Reporting to the CEO, the Director Corporate Services & Administration job is responsible for providing leadership, oversight and direction for smooth, effective and efficient operation of hospital administration department at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
a) Leadership <ul style="list-style-type: none">• Sit as a member of the hospital management committee.• Provide transformational leadership in the areas of Administration, Human Resources, Corporate Affairs and Partnerships.• Support the CEO in ensuring that the Hospital operates in accordance with the mission and policies set by the Board of Directors.• Develop and foster effective collaboration between various departments, staff leadership and other affiliated services to ensure an integrated approach to providing services and fulfilling the Hospital's vision, mission and mandate.• Oversee the hospital's physical facilities and be responsible for the maintenance of all facilities and equipment.• Work with the hospital's leadership, serving as a resource to reduce costs, enhance revenues, achieve goals and objectives, analyze and utilize information to develop and support management decisions.• Develop and work towards ensuring appropriate administrative and staffing structures for the hospital.• Oversee quality management teams.	
b) Participate in the organization's strategic planning <ul style="list-style-type: none">• Lead the annual goal setting process and participate in the development of strategic plans of the Corporate Services Directorate to realize the mission of the Hospital.• Collaborates with the Hospital management to plan and implement strategic and operational plans.	
c) Oversight of Administration Governance and Quality <ul style="list-style-type: none">• Ensure that the culture of KUTRRH is team-based, fact-based, customer-based and work towards achievement of the Vision of KUTRRH.• Facilitate the improvement of core processes and systems of the Hospital to achieve set targets and satisfy both the external and internal customers.	



- Oversee effective referral networks to ensure effective and smooth patient-care and operations
 - Foster strong partnerships and networks to facilitate the development of a comprehensive health care system.
 - Ensure that the Hospital is accredited nationally and internationally.
- d) Representation in professional forums and compliance with regulatory and statutory bodies

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Business Administration, Education or any Social-Science related field from a recognized university.
- b) Master's Degree in Administration, Education or related field from a recognized university.
- c) Any qualification in Public Relations, MBA or a Doctorate Degree will be an added advantage.
- d) Senior Management Professional Course lasting not less than 6 weeks.

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards.

Professional qualification required to effectively perform in the role:

- a) Registration with the relevant professional body if applicable
- b) Project Management Certification

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Organizational skills
- h) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least 10 years' working experience in a Senior Administrative Position.



DEPUTY HUMAN RESOURCES DIRECTOR (DCSDH/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resources Director	
Reports to: Director- Corporate and Administrative Services	
Direct Reports: a) Human Resource Officer I-Recruitment b) Human Resource Officer I-Payroll c) Human Resource Officer I-Staff Welfare d) Human Resource Officer I – Training and Development e) Human Resource Officer I-Performance and Reward Management	
2. PURPOSE OF THE JOB	
Reporting to the Director Corporate Services, the Deputy Human Resource Director job exists to coordinate and provide human resource management services, and advise the CEO on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Oversee and ensure planning for all human resources required in the hospital in collaboration and coordination with other heads of sections and units of the hospital and thus contribute to its overall strategic planning.• Coordinate the implementation of the human resource management component of hospital strategic plan within the vision, mission and culture of the hospital and other national and international human resource management frameworks.• Coordinate all the human resource functions in the hospital and represent the section and its pertinent matters within and without the hospital.• Ensure and maintain an up-to-date hospital human resource register, staff contracts, balanced placement in order to maintain optimal utilization of all human resources of the hospital.• Ensure that the human resource section of the hospital has all human and non-human resources required to offer human resource management services in the hospital.• Conduct and coordinate capacity assessment and capacity situations in the hospital in order to ensure continuous sufficiency, efficiency and effectiveness for sustainability and continuous performance and productivity in the hospital.• Establish human resource policies and procedures for the hospital within the framework of local and international labor laws and policies and communicate the same to all stakeholders in the hospital.• Coordinate human resource processes of recruitment, placement and induction, compensation and maintenance, welfare, performance and reward management, disciplinary, and separation in the hospital.• Initiate and coordinate disciplinary action and processes of hospital staff in collaboration with other sections' and units' heads in the hospital within the established HRM policies and procedures.• Coordinate and provide human resource management services and service delivery in the hospital ensuring that they meet the expected standards and compliance in the hospital.	



- Supervise human resource management section staff together with their services in the hospital, to ensure that they offer timely services within the expected standards, complying with the Labour Laws, Employment Relations human resource practices in the hospital.
- Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes in the human resource management section and entire hospital for their effective and efficient performance and productivity.
- Ensure and provide continuous staff motivation and inspiration through the appropriate performance and reward management programmes and practices in the hospital.
- Ensure attraction, retention and maintenance skilled, experienced and competent human resources in the hospital through, good leadership and sound human resource practices, and competitive salaries and remunerations within SRC recommended frameworks.
- Ensure and provide human resource advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Work with other sections' and units' heads and human resource management specialists to solve single or multiple problematic human resource management issue (s), whenever it arises in the hospital.
- Liaise with government agencies such as the Public Service Commission, Salaries and Remuneration Commission, the Industrial Court and COTU to ensure human resource management and relations compliance in the hospital.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the human resource management section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Management or Social Sciences from a recognized institution
- b) Masters' Degree in Human Resource Management or any other Social Science from a recognized institution

Professional qualifications required to effectively perform in the role:

- a) Registration with the Institute of Human Resource Management
- b) Valid Practising certificate from IHRM or any other recognized body

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of industrial and labour laws
- c) Knowledge of industrial/employment relations
- d) Psychological Counseling skills
- e) Knowledge of professional standards

Soft skills required for the Job:

- a. Communication skills
- b. Organizational skills
- c. Leadership skills
- d. Team building skills
- e. Observation skills
- f. Listening skills
- g. Analytical skills
- h. Resilience and compassionate
- i. Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:



Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as a Human Resources Manager in a similar level organization



DEPUTY DIRECTOR – CORPORATE AFFAIRS & PARTNERSHIPS (DCSAP/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Corporate Affairs
Job Title: Deputy Director Corporate Affairs & Partnerships	
Reports to: Director Corporate Affairs	
Direct Reports: a) Procurement and Supply Chain Manager b) Marketing Manager c) Public Relations Manager	
2. PURPOSE OF THE JOB:	
Reporting to the Director-Corporate Affairs, the Deputy Director-Corporate Affairs job exists to oversee, coordinate and direct the corporate affairs division and advise the CEO on corporate affairs services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Sit as member of the department's senior management team, participate in and contribute to all its mandates and activities.• Oversee and manage the corporate affairs function of the hospital by ensuring that all its resources are well planned for in order to support timely and quality service delivery in the hospital.• Participate in and contribute to the overall strategic planning process for the hospital.• Provide leadership, guidance and direction to corporate affairs division for timely and quality service delivery in the hospital.• Offer supportive supervision of corporate affairs division facilities and services, and its sections and departments in the hospital.• Ensure that he/she corporate affairs division generates the target revenue required to facilitate corporate affairs delivery and other hospital financial obligations.• Ensure the coordination of the implementation of the hospital strategic plan in the corporate affairs division within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.• Ensure that corporate affairs division has all the required human and non-human resources required to offer corporate services in order to support clinical referral, research and training services in the hospital.• Oversee and ensure the recruitment, maintenance and disciplinary action and processes of the corporate affairs division staff in the hospital.• Oversee and coordinate the provision of timely quality and sufficient corporate affairs services in the hospital within the established policy and professional frameworks.	



- Ensure continuous training and development of corporate affairs division staff for their effective and efficient performance and productivity in the hospital.
- Ensure continuous advisory services concerning corporate affairs in the hospital to the hospital executive and other stakeholders through the appropriate media.
- Work in collaboration with other divisions, sections and departments in dealing with corporate affairs issues for timely quality clinical referral, research and training services in the hospital.
- Ensure and oversee monitoring and evaluation of the corporate affairs division in order to establish its progress and achievement, prepare and disseminate periodic reports appropriately.

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Management Sciences or Social Sciences from a recognized institution.
- b) Masters' Degree in Management Sciences or Social Sciences from a recognized institution.
- c) Senior Management Professional Course not lasting less than 6 weeks

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Human resource management skills

Professional qualifications required to effectively perform in the role:

- a) CPA (K) or CPS (K) or its equivalent

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Team building skills
- d) Organizational skills
- e) Observation skills
- f) Analytical skills
- g) Ability to work under pressure

4. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years' working experience as Deputy Director Corporate Affairs Services.



CORPORATION SECRETARY (BMS/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit Legal Services
Job Title: Corporation Secretary	
Reports to: Chief Executive Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the CEO, the Corporate Secretary job exists to ensure the integrity of governance framework, efficient administration, compliance with statutory and regulatory requirements, implement Board decisions and provide legal advice at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Manage the hospital board secretariat together with its assets such as the company seal, registration certificate and other legal documents and other resources and business in the hospital. • Plan for all human and non-human resources required in running the affairs of the hospital board secretariat in the hospital. • Provide expert advice to the Board in respect of current legislations, corporate governance best practice requirements, role of directors, ethical standards, board reporting obligations and proper meetings procedure in the hospital. • Arrange Board and Board Committees' meetings and functions, set agendas, compile and circulate papers, attend meetings, and take minutes, and initiate and direct action to give practical effect to decisions and actions arising out of meetings in the hospital. • Manage and respond to correspondence directed to the Board, the Chair and other Board Members in the hospital. • Maintain the Board's online information-sharing portal by ensuring effective and efficient information flows: - within the Board; - from the Board to its Committees and from the Committees to the Board; and - between the Board and the Executive, and record declarations/conflicts of interest of Board Members in the hospital. • Maintain other records relevant to the Board and its operations within and without the hospital. • Prepare and review Board and Committee charters, policies and procedures and ensure adherence to same and other emerging governance policies and procedures in the hospital. • Facilitate the recruitment and induction of new Board Members in the hospital. • Develop and maintain strategic relationships with key internal and external stakeholders such as the hospital executive committee, Ministry of health, ministry of education and the ministry of finance, and other governmental and non-governmental and private sector strategic partners to the hospital. • Perform other secretarial duties as reasonably required by the Chair and other Board Members from time to time. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors of Law from a recognized institution
- b) Master's Degree in Public Administration, MBA or related course will be an added advantage
- c) Senior Management Course not lasting less than 6 weeks

Professional qualifications required to effectively perform in the role:

- a) Post Graduate Diploma in law from the Kenya School of Law
- b) Registration with the Law Society of Kenya.
- c) Certified Public Secretary

Minimum level of knowledge required for the job

- a) Computer literate
- b) Excellent knowledge of the State Corporation Act
- c) Excellent knowledge of the *Mwongozo* Code of Governance for State Corporations
- d) Knowledge of hospital operations procedures
- e) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Interpersonal skills
- c) Organizational skills
- d) Listening skills
- e) Analytical skills
- f) Courageous
- g) Patient and resilient
- h) Ability to work under pressure
- i) Ability to observe high level confidentiality

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least ten years' working experience as a Corporation (Company) Secretary six of which must be at Management



CHIEF FINANCE OFFICER - DFSPCFO/KUTRRH/4

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance Strategy and Planning	Section/Unit: None
Job Title: Chief Finance Officer	
Reports to: Director of Finance Strategy & Planning (DFSP)	
Direct Reports: Senior Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Director of Finance Strategy & Planning, the Chief Finance Officer administers, directs and monitors all hospital financial activities and keeps the CEO, and the Hospital Board of Directors informed of the financial condition of the facility.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> • Provides proactive, sound guidance regarding management of assets and investments, and financial trends within the facility. • Works with department managers and patient care executives to implement financial plans and productivity benchmarks, and to monitor progress toward financial goals. • Is actively involved in KUTRRH approaches, corporate performance and the growth of a team-oriented culture. • In conjunction with the Director Finance Strategy & Planning, establishes a five-year strategic financial plan for the hospital as part of the hospital's strategic planning process. • Employs a system of responsible accounting, including budget and internal controls. • Ensures that monthly financial statements and bi-weekly productivity reports are completed and distributed on a timely basis. • Ensures that all balance sheet accounts are reconciled on a monthly basis and a system of internal controls are in place to facilitate a clean audit opinion with no audit adjustments or internal control deficiencies noted. • Maintains effective revenue cycle processes to keep patient accounts receivable at an acceptable level and also increasing the hospital's cash flow. • Maintains a thorough working knowledge of managed care reimbursement payment methodologies, including: contractual accounting, payment calculations, billing requirements and compliance issues. • Specific areas of responsibility include: patient financial services; maximizing cash flow consistent with sound credit and collection policies while maintaining good rapport with the community; financial reporting with 	



detailed analysis of financial statements and variances from budget; audits of financial statements and internal controls; examination of insurance policies to ascertain that hospital assets are properly insured against loss and that the hospital's liability coverage meets KUTRRH Financial policy requirements.

- Monitors capital asset expenditures and depreciation; prepares annual operating budgets with input and involvement at the departmental level, as well as capital budgets and cash flow projections; arranges lines of credit and maintains proper banking relations; and adheres to KUTRRH corporate compliance standards and procedures.
- Typically supervises the areas of Accounting, Admitting/Registration, Patient Financial Services, Credit and Collection, Purchasing, Health Information Management, Payroll and Cashier. May oversee other departments, as required at the individual hospital.
- Keeps the KUTRRH team and CEO aware of all key financial developments.
- Fulfills accountability for the hospital by submitting to KUTRRH all appropriate reports and functions as a cooperating member of a great team.
- Ensures that hospital management fees are paid in accordance with the contract terms. Works closely with the DFSP, CEO to resolve any payment issues quickly.
- Monitors hospital compliance within Public Finance Management Act, 2012 and its regulation.
- Works closely with the KUTRRH Head of Procurement and Supply Chain Management to ensure compliance.
- Assures renewal of the hospital management contract and works closely with the CEO, DFSP and staff to negotiate the renewal contract.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor's Degree in Commerce, Accounting, or related field from a recognized institution.
- Masters in accounting or Business Administration preferred from a recognized institution.

Minimum level of knowledge required for the job:

- a) Computer literacy
- b) Knowledge of business & management experience
- c) Knowledge of economic & accounting principles

Professional qualifications required to effectively perform in the role:

CPA, CMA, ACCA, CFA

Soft skills required for the job:

- a) Communication skills
- b) Financial Accounting skills
- c) Cash management skills
- d) Leadership skills



- e) Problem solving skills
- f) Multi-Tasking skills
- g) Interpersonal skills
- h) Confidentiality skills
- i) Strategic Thinker

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years' experience as a Chief Finance Officer coupled with hospital or related financial sector experience.



CASHIER - DFSPC/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Cashier	
Reports to: Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Accountant, the Cashier exists to manage all cash transactions at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> <input type="checkbox"/> Balancing daily cash accounts at the end of each day in the hospital. <input type="checkbox"/> Checking the daily cash balance. <input type="checkbox"/> Solving all their cash related queries. <input type="checkbox"/> Organizing all the work they do and maintaining the accounting records. <input type="checkbox"/> Reporting discrepancies they find within the accounts to their superiors. <input type="checkbox"/> Making daily, weekly and monthly transaction reports. <input type="checkbox"/> Cash checks for customers. <input type="checkbox"/> Calculate total payments received during a time period, and reconcile this with total sales. <input type="checkbox"/> Keep periodic balance sheets of amounts and numbers of transactions. <input type="checkbox"/> Compute and record totals of transactions. <input type="checkbox"/> Provides pricing information by answering questions <input type="checkbox"/> Balances cash drawers by counting cash at the beginning and end of the shift in the hospital <input type="checkbox"/> Verifies insurance acceptance by reviewing and recording insurance claims. 	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
<ul style="list-style-type: none"> a) A Diploma in Accounting from a recognized institution b) Bachelors Degree in Business or Finance related field will be an added advantage. 	
<i>Professional qualifications required to effectively perform in the role:</i>	
CPA or related field.	
<i>Minimum level of knowledge required for the job:</i>	
<ul style="list-style-type: none"> • Computer literacy • Knowledge of business & management experience • Knowledge of economic & accounting principles 	



Soft skills required for the job:

- Communication skills
- Financial Accounting skills
- Cash management skills
- Leadership skills
- Problem solving skills
- Multi-Tasking skills
- Interpersonal skills
- Confidentiality

4. RELEVANT WORK EXPERIENCE REQUIRED

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a cashier in a reputable organization.



SENIOR ACCOUNTANT - DFSPSA/KUTRRH/8

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Senior Accountant	
Reports to: Chief Finance Officer	
Direct Reports: Accountant	
2. PURPOSE OF THE JOB	
The Senior Accountant will prepare financial statements and supporting schedules according to monthly close schedule at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis. • Prepare monthly account reconciliations. • Analyze financial statements on a monthly basis and report on variances. • Prepare financial and tax audits. • Assist with preparing tax returns and corporate reporting requirements at KUTRRH. • Prepare quarterly producer commission reports, analyzing and correcting discrepancies. • Assist in documentation and monitoring of internal controls • Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy. • Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns • Work consultatively with the respective departments on cost reduction initiatives • Develop and maintain internal control and effective accounting system and policies for the set up. • Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis. • Facilitate and complete monthly close procedures. • Issue project cost reports for review and approval. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



- a) Bachelor Degree in Accounting or Finance from a recognized Institution.
- b) Masters in Accounting or Finance from a recognized Institution will be an added advantage

Minimum level of knowledge that would be regularly applied to the job:

- a) Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- b) Hands-on experience with accounting software.

Professional qualifications required to effectively perform in the role:

CPA, ACCA or related field

Soft skills required for the job:

- a) Communication skills
- b) Analytical skills
- c) Attention to details
- d) Accounting skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five year's working experience as an accountant in a similar organization.



INTERNAL AUDIT MANAGER - DFSPA/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit: Internal Audit
Job Title: Internal Audit Manager	
Reports to: Chief Executive Officer	
Direct Reports: Internal Auditor (Audit Analyst)	
2. PURPOSE OF THE JOB:	
Reporting to the Chief Executive Officer, the Internal Audit Manager job exists to coordinate and provide internal audit services, and advise the hospital board and executive Committee on the same.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Formulate, implement and coordinate the hospital's internal audit strategy in collaboration with the Audit & Compliance committee. • Coordinate and implement the internal audit programmes, process and procedures in collaboration with the Audit & Compliance Committee. • Develop initiatives aimed at improving operational efficiencies and assess compliance with the hospital financial policies, procedures and regulations. • Maintain strong internal audit policies, processes and controls in order to provide timely, consistent and accurate financial, management information for effective decision making in the hospital. • Implement the hospitals' internal audit strategy, policies and procedures within the framework of its strategic plan and policies. • Carry out risk identification, assessment and audit planning for high risk areas within the operations of the hospital. • Report and communicate Audit findings and recommendations to the management. • Evaluate corporate governance processes in the hospital and make recommendations for improvement. • Develop and spearhead anti-fraud strategy in collaboration with the compliance function. • Plan and co-ordinate timely performance of special audit investigations and forensic audits in the hospital as necessary. • Attend the hospital Audit & Compliance committee meetings as the Committee Secretary. • Carry out regular compliance tests on the hospital's operating systems, policies and procedures and make the necessary recommendations. 	



<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the reliability, integrity, timeliness and accuracy of financial and operating information to facilitate sound decision making by the hospital management. <input type="checkbox"/> Introduce, inculcate and maintain the culture of integrity and accountability within the framework of the hospital policies and guidelines. <input type="checkbox"/> Ensure that the internal audit section of the hospital has all human and non-human resources required to offer internal audit services in the hospital. <input type="checkbox"/> Participate in the recruitment and induction, and disciplinary action and processes of internal audit section staff within the established policies and procedures in collaboration with the human resource section in the hospital. <input type="checkbox"/> Supervise internal audit section staff together with their services, to ensure that they offer timely internal audit services within the expected standards, complying with the established policies, procedures and practices in the hospital. <input type="checkbox"/> Ensure and coordinate continuous training and development of staff in internal audit section for their effective and efficient performance and productivity in the hospital. <input type="checkbox"/> Ensure and provide internal audit advisory service to the hospital executive, board and other sections and units and other stakeholders through the appropriate media. <input type="checkbox"/> Work with other section heads and specialists to solve single or multiple problematic integrity and accountability issue (s), whenever it arises in the hospital. <input type="checkbox"/> Monitor and evaluate performance against standards or agreed targets, use audits, feedback loops and corrective action to ensure continuous improvement, prioritize and escalate issues resulting in non-compliance.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelors’ Degree in Accounting, Finance or Business Management from a recognized institution b) Masters’ Degree in Business or related field from a recognized institution will be an added advantage
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of the relevant legislations c) Knowledge of professional standards
<i>Professional qualifications required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Registration with respective accredited regulatory or professional body. b) CIA, ACA, CPA,CISA
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills



- c) Team building skills
- d) Organizational skills
- e) Problem solving skills
- f) Observation skills
- g) Analytical skills
- h) Ability to confront and probe
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as an Internal Audit Manager.



Accountant - DFSPA/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: Finance & Accounting
Job Title: Accountant	
Reports to: Senior Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Senior Accountant, the Accountant job exists to prepare, analyze, and review transactions, financial data, and continuously report any data and financial information that facilitate decision making at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>Perform financial calculations to support financial transactions.</p> <p>Assist in ensuring departmental compliance with established policies and other regulatory standards.</p> <p>Participate in performance improvement.</p> <p>Prepare statistical reports and create standard and ad hoc reports for Chief Finance Officer and other departments as requested.</p> <p>Operate computers programmed with accounting software to record, store, and analyze data and information in the hospital.</p> <p>Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes in collaboration with the finance unit of the hospital.</p> <p>Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers in the hospital.</p> <p>Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses in the hospital.</p> <p>Code financial documents and files according to financial policies and procedures of the hospital.</p> <p>Reconcile, note and report, if any, accounting discrepancies found in records of the hospital.</p> <p>Access computerized financial information to answer general questions as well as those related to specific accounts in the hospital.</p> <p>Match order forms with invoices, and payments and record the necessary information in the hospital.</p>	



<p>Compare computer printouts to manually maintained journals to determine if they match or not in the hospital.</p> <p>Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal and report the same in the hospital.</p> <p>Calculate costs of materials, overhead, and other expenses, based on estimates, quotations and price lists in the hospital.</p> <p>Compile budget data and documents, based on estimated revenues and expenses and previous budgets and report the same in the hospital.</p> <p>Prepare and disseminate financial report appropriately making the recommendations to the respective stakeholders in the hospital</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role:</i></p>
<p>a) Bachelor of Commerce or related field from a recognized Institution.</p>
<p><i>Minimum level of knowledge required for the job:</i></p>
<p>a) Knowledge of Accounting information systems b) Demonstrate excellent analysis skills c) Demonstrate excellent reporting skills d) Knowledge of relevant accounting principles e) Computer Literate</p>
<p><i>Professional qualifications required to effectively perform in the role:</i></p>
<p>CPA, ACCA</p>
<p><i>Soft skills required for the job:</i></p>
<p>a) Communication skills b) Team player c) Organizational skills d) Detail oriented e) Observation skills f) Analytical skills g) Ability to work under pressure</p>
<p>4. RELEVANT WORK EXPERIENCE REQUIRED:</p>
<p><i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i></p>
<p>At least five year's working experience as an accountant in a reputable organization.</p>



CREDIT CONTROL & INSURANCE MANAGER - DFSPCM/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Credit Control & Insurance Manager	
Reports to: Chief Finance Officer	
Direct Reports: Credit Control Officer Insurance Officer	
2. PURPOSE OF THE JOB	
Responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers will be responsible for working accounts with balances according to their respective payer at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in formulation, reviewing and implementation of the Hospital's credit control procedures • Ensuring that all transactions in the department are compliant with statutory and hospital regulations. • Responsible for the timely and accurate review of posting and balancing of payment/rejection and adjustment transactions which are necessary for closing accounts. • Have specific operational knowledge of assigned insurance billing contract, agreements and responsibilities in reviewing and following up aged debt. • Be cognizant of responsibility of credit controller role in affecting hospital cash-flow. • Follow key processes and procedures in completing credit control tasks to quality standards. • Collaborate with team members to facilitate the delivery of effective billing services and follow-up to all customers to promote account reconciliation. • Manage assigned list by ensuring the timeliness and accuracy of billings, collections, contractual postings, payments and adjustments of accounts based upon functional standards. • Resolve incoming queries on billing or outstanding accounts from patients, insurance companies, consultants in a professional and efficient manner. • Responsible for updating system notes with account activity, status and expected reimbursement. • Developing service level agreements and executing 3rd party contract on delegation • Apply reminders on account to ensure full follow through by relevant insurance group. • Have sufficient knowledge or access to knowledge to provide correct information with regard to fees, excesses or co-payments on individual policies or individual procedures. 	



- Handle disputed bills and negotiate to bring payment within the agreed terms.
- Provide accurate advice on billing queries.
- Ensure that debts are paid in a timely manner.
- Prepare and submit daily, weekly, and monthly reports for the department.
- Overseeing key account and customer relationship management

4. QUALIFICATIONS, KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Finance, Science, Social Sciences or related field from a recognized Institution.

Minimum level of knowledge required for the job:

- a) Operational knowledge of Credit Control processes and requirements
- b) Be competent in the use of the IT structure and processes that support business office processes and credit control.

Professional qualifications required to effectively perform in the role:

- a) A post-graduate in a related field or any parastatal related training.

Soft skills required for the job:

- a) Communication skills
- b) Team Management skills
- c) Analytical thinking skills
- d) Problem solving skills
- e) Multi-tasking skills
- f) Organizational skills
- g) Excellent negotiations skills.

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience in Credit Control, Finance, Tax or a related field.



CREDIT CONTROL OFFICER - DFSPCCO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Credit Control Officer	
Reports to: Credit Control & Insurance Manager	
2. PURPOSE OF THE JOB	
Reporting to the Credit Control and Insurance Manager, the Credit Control Officer job exists to ensure proper maintenance of monthly cash collections performance as per set target and carrying out credit control administration activities as per the credit control process at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> <input type="checkbox"/> Provide accurate advice on billing queries <input type="checkbox"/> Ensure that debts are paid in a timely manner. <input type="checkbox"/> Prepare and submit daily, weekly, and monthly reports for the department. <input type="checkbox"/> Monitor daily receipts allocation for assigned portfolio and ensure that accounts credit position is up to date at the end of each working day. <ul style="list-style-type: none"> • Monitor contract's expiry dates and escalate contracts due for renewal to respective billing supervisor. <input type="checkbox"/> Handling disputed bills and negotiating to bring payment within the agreed terms. <input type="checkbox"/> Overseeing key account and customer relationship management. <input type="checkbox"/> Developing credit management capability within the department <input type="checkbox"/> Ensuring monthly and year end processing deadlines are met as required. <input type="checkbox"/> Ensuring stability of cash flows for operational and investment purpose through preparing and implanting cash collection budget. <input type="checkbox"/> Undertaking account reconciliation and sending out timely client statements letters as may be agreed from time to time <input type="checkbox"/> Maintain up to date customer credit control file which should include: contracts, letters, demand notices, correspondences, credit notes, suspension notices, and termination. <ul style="list-style-type: none"> • Determining clients' particular needs and financial situations by scheduling fact-finding appointments <input type="checkbox"/> Developing a coordinated protection plan by calculating and quoting rates for immediate coverage action and long-term strategy implementation. <input type="checkbox"/> Giving sound insurance advisory services and support to the clients, selling insurance policies to customers. 	



<ul style="list-style-type: none"> • Apply reminders on account to ensure full follow through by relevant insurance group in liaison with the Insurance Officer. • Provide accurate advice on billing queries at the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelor's Degree in Business Management related field from a recognized Institution
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Operational knowledge of Credit Control processes and requirements b) Be competent in the use of the IT structure and processes that support business office processes and credit control.
<i>Professional qualifications required to effectively perform in the role:</i>
ACII, CPA or related field.
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Team Management skills c) Analytical thinking skills d) Problem solving skills e) Multi-tasking skills f) Organizational skills g) Conflict Management Skills h) Excellent negotiations skills.
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number years of experience the jobholder is required to have to be appointed to the position:</i>
a) At least four years working experience in Finance or Credit Control



INSURANCE OFFICER - DFSPIO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Insurance Officer	
Reports to: Credit Control & Insurance Manager	
2. PURPOSE OF THE JOB	
Reporting to the Credit Control & Insurance Manager, the insurance officer job is Responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> • Processing and documentation (claims and payment processing and medical coding) of health insurance claims • Responsible for updating internal databases, which electronically store and organize patients' records, billing details as per the registration forms • Liaise with Insurance underwriters on claims adjustment at the point of admission and discharge • Ensuring patients are billed within KUTRRH defined protocols and standards laid out • Insurance claims reporting, reconciliation and analysis of trends with regard to medical claims • Ensuring medical records are accurate and that the database is secure. • Participate in all audits, service evaluations and process reviews to enhance the delivery of billing service to customers/stakeholders. • Participate in regular checking, review and reconciliation of billing to ensure validity of insurance management reporting • Resolve incoming queries on billing from patients, insurance companies, consultants or colleagues in a professional and efficient manner • First point of contact with Insurance underwriters on claims and settlement ensuring a defined service level agreement is in place 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor's Degree in Commerce and related field from a recognized Institution	



Minimum level of knowledge that would be regularly applied to the job:

- b) Operational knowledge of Insurance and credit processes and requirements
- c) Have specific operational knowledge of assigned insurance billing contracts, agreements

Minimum level of professional qualifications required to effectively perform in the role:

- a) Professional Insurance certification

Typical soft skills that would be regularly applied to the job:

- a) Communication skills
- b) Analytical thinking skills
- c) Problem solving skills
- d) Multi-tasking skills
- e) Organizational skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

- a) At least three years working experience in Insurance, Finance or Credit Control.
- b) Previously worked in an Insurance or hospital set up handling insurance claims



BILLING OFFICER - DFSPBO/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance Strategy and Planning	Section/Unit: None
Job Title: Billing Officer	
Reports to: Senior Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Senior Accountant, the Billing Officer exists to ensure patient accounts are billed within the Hospital defined protocols.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>Be knowledgeable of full remit of Finance Processes and their effect hospital-wide operations.</p> <p>Be cognizant of responsibility of billing role in affecting hospital cash-flow.</p> <p>Follow key processes and procedures in completing billing tasks to quality standards.</p> <p>Collaborate with team members to facilitate the delivery of efficient and effective billing services to all customers.</p> <p>Determines patient invoice by capturing services noted in patient chart; clarifying services with physicians.</p> <p>Resolve incoming queries on billing from patients, insurance companies, consultants or colleagues in a professional and efficient manner.</p> <p>Provides billing information by collecting, analyzing, and summarizing third-party billings, accounts pending, and late charges data and trends.</p> <p>Have sufficient knowledge or access to knowledge to provide correct information with regard to fees excesses or co-payments on individual policies or individual procedures.</p> <p>Be aware of all payment methods available at KUTRRH and be knowledgeable in payment collection processes.</p> <p>Promote and maintain strong relationships with the health insurance companies and communicate any issues that may arise.</p> <p>Participate in regular checking, review and reconciliation of billing to ensure validity of management reporting of Key Performance Indicators.</p> <p>Participate in follow up of aged debt with assigned insurance as relevant.</p> <p>Participate in all audits, service evaluations and process reviews to enhance the delivery of billing service to customers/stakeholders.</p> <p>Participate in meetings as requested, and contribute to the on-going development of the department and hospital.</p>	



Participate in duty roster preparation to provide the required cover in Business Office.

Data entry for all services rendered with proper coding, filing claims submissions, allocating collections and filing receipts, calculating closing and balancing on a daily and monthly basis, and basic bookkeeping.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in a related field from a recognized institution.

Minimum level of knowledge required for the job

- a) Computer literate
- b) Knowledge and experience in bookkeeping

Professional qualifications required to effectively perform in the role:

CPA or related qualification

Soft skills required for the job:

- a) Communication skills
- b) Multi-Tasking skills
- c) Interpersonal skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three year's working experience as a Billing Officer.



HUMAN RESOURCES OFFICER - RECRUITMENT - DCSAHRO/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resource Officer – Recruitment	
Reports to: Deputy Human Resources Director	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Human Resources Director, the Human Resource Officer (Recruitment) job exists coordinate recruitment process for all human resource required to provide services and advise at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>Complete new-hire process including ensuring requisitions forms, on-boarding processes and budgets are adhered to in the hospital.</p> <p>Design and administer procedures for on-boarding new employees including recruitment, hiring, orientation tools, completion of weekly evaluations, and processes in the hospital.</p> <p>Receive or identify human resources needs from different units and plan for their recruitment process in the hospital.</p> <p>Design or review jobs and job adverts and advertise them through the appropriate media within or without the hospital.</p> <p>Receive job applications, coordinate shortlisting of candidates, constitute interview panels and invite candidates for interviews in the hospital.</p> <p>Prepare job placement or appointment letters, engagement contracts and contact qualified candidates, in collaboration with the legal counsels of the hospital.</p> <p>Place, induct and train the newly contracted staff members and deploy them where they are required in collaboration with sections' and units' heads the hospital.</p> <p>Promote, complement, control, deployments and transfers and disciplinary matters of staff in the hospital.</p> <p>Advise on human resources planning and succession management to ensure continuity of operations and services delivery in the hospital.</p> <p>Communicate engagement contracts to exiting staff, conduct exit interviews and summarize data to assess retention issues in the hospital.</p> <p>Maintain working relationships with local career centres, department of employment services, professional recruiting agencies and local professional organizations to provide access to public and private employment programmes and services within the hospital.</p>	



Prepare and disseminate reports making the appropriate recommendations to the respective stakeholders concerning recruitment in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelor's Degree in Human Resource Management or related from a recognized institution.
<i>Minimum level of knowledge required for the job</i>
<ul style="list-style-type: none"> a) Computer literacy b) Knowledge and experience in recruitment c) Knowledge of industrial and labour laws d) Knowledge of best practices in talent management e) Knowledge of professional standards
<i>Professional qualifications & compliance required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Higher/Postgraduate Diploma in Human Resource Management from a recognized institution or b) CHRP c) Registration with the institute of Human Resource Management d) Must be a holder of a valid practicing certificate
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills c) Team building skills d) Organizational skills e) Observation skills f) Analytical skills g) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as Human Resource Officer in a similar level organization.



HUMAN RESOURCES OFFICER – EMPLOYEE RELATIONS - DCSAHRO/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resource Officer – Employee Relations	
Reports to: Deputy Human Resources Director	
2. PURPOSE OF THE JOB	
Reporting to the Human Resources Manager, the Human Resources Officer – (Employee relation) job exists to ensure that all the human resources of the hospital are working in conducive environment that support and promote their physical and psychosocial wellbeing by ensuring that industrial and labour legislation are duly adhered to at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>Keep up-to-date with the industrial and labour laws and other employment relations policies, regulations and guidelines, and sensitise the same to all stakeholders in the hospital.</p> <p>Implement employment law and offer best practice advice to human resources staff, management and other employees to foster good employee relations in the hospital.</p> <p>Support the Human Resource Manager in managing hospital staff grievances cases and concerns and personal needs of psychosocial nature in the hospital.</p> <p>Ensure that all staff in the hospital have sufficient medical insurance cover for their healthcare access and thus be able to provide uninterrupted services to the hospital.</p> <p>Identify staff members with special personal or family needs such as bereavement, sickness, etc and organise their support from the hospital and other staff members in the hospital.</p> <p>Ensure and provide staff welfare facilities such as staff resting areas and recreation facilities, spiritual facilities and other facilities to support physical and psychosocial wellbeing of staff in the hospital.</p> <p>Ensure that the hospital has safe, secure and conducive working environment for staff health and motivation that support and promote optimal staff performance and productivity in the hospital.</p> <p>Evaluate and resolve human relations, labour relations, and work-related issues, and meets with management to determine appropriate action in the hospital.</p> <p>Explains and provide advice to staff about the hospitals and governmental rules, regulations, and procedures, and need for labour laws and compliance in the hospital.</p>	



Identify, in conjunction with Human Resource Officer – (Performance and reward management), workplace welfare issues that affect performance and productivity and resolve them in the hospital.

Identify, in conjunction with the Human Resource Officer-Training and Development, staff capacity development needs and implement the same accordingly for staff performance and fulfilment in the hospital.

Participate and contribute towards the development of working relationships with staff representatives, trade unions and professional associations in the hospital.

Play an active role, with guidance from the Deputy Human Resources Director, in providing support, training, guidance and development of staff in the human resource section of the hospital.

Prepare and disseminate reports making the appropriate recommendations to the respective stakeholders on staff welfare matters in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Human Resource Management or Social Sciences from a recognized institution.

Minimum level of knowledge required for the job:

- a) Computer literacy
- b) Knowledge and experience in recruitment
- c) Knowledge of industrial and labour laws
- d) Knowledge of professional standards

Professional qualifications & compliance required to effectively perform in the role:

- a) Higher/Postgraduate Diploma in Human Resource Management from a recognized institution or
- b) CHRP
- c) Registration with the institute of Human Resource Management
- d) Must be a holder of a valid practicing certificate

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Team building skills
- d) Organizational skills
- e) Observation skills
- f) Analytical skills
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as a Human Resource Officer – Employee Relations in a similar organization.



HUMAN RESOURCES ASSISTANT - DCSAHRA/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Research and Referral Hospital	
Department: Human Resources	Section/Unit: None
Job Title: Human Resources Assistant	
Reports to: Deputy Director - Human Resources	
2. PURPOSE OF THE JOB	
To assist in all operational and administrative HR activities, delivering efficient service and support.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>Ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organized and confidential.</p> <p>Maintain staff personal files and ensure that all files have up to date information</p> <p>Capture and update employee personal information data accurately and timeously in the Human Resource Management Information System (HRMIS) including leave records, medical claims and other HR related records.</p> <p>Produce HR data and reports as required and within set deadlines.</p> <p>Draft advertisements for authorized recruitments in liaison with HR Officer, Recruitment & Deputy Director – Human Resources, ensuring conformity of job advertisements to job specifications and Kenyatta University Teaching and Referral Teaching Hospital brand guidelines and recruitment practices.</p> <p>Facilitate advertising/circulation of advertisements on various platforms as agreed with Deputy Director – Human Resources and Recruiting Manager.</p> <p>Update and report on progress of the recruitment and selection processes through the HR recruitment & selection system and send feedback to applicants.</p> <p>Undertake long-listing for junior positions or as agreed with Deputy Director – Human Resources/ HR Officer.</p> <p>Arrange for and coordinate interviews (date of interviews, calling short-listed applicants) administering tests and/or taking part in the interviews where necessary and ensuring all pre-employment documentation is in place.</p> <p>Ensure records of all recruitment and selection processes of employees and consultants are correctly filed.</p> <p>Draft employment contracts, terms and conditions of employment or terms of reference, job profiles for employees and consultants, and draft requested letters in line with changes to employee terms and conditions of employment.</p>	



Support line management in the development and implementation of induction and orientation of both new and existing employees, ensuring that all relevant policy documents are made available.

Follow up on completed performance review documents and development plans with line managers and update performance management records.

Respond to general staff queries and advise them on KUTRRH HR policies and procedures and local legislative requirements, seeking advice from and referring more complex issues to the Deputy Director - Human Resources.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Advanced Diploma or Diploma in Human Resource Management.
- b) Bachelor's Degree will be an added advantage.

Minimum level of knowledge required for the job

- a) Computer literacy
- b) Knowledge and experience in recruitment
- c) Knowledge of industrial and labour laws
- d) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Compassionate
- h) Organizational skills
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two year's working experience in a busy HR Department.



PROCUREMENT & SUPPLY CHAIN MANAGER - CEOPM/KUTRRH/6

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement & Supply Chain Manager	
Reports to: Chief Executive Officer	
Direct Reports: <ol style="list-style-type: none"> a) Senior Procurement Officer b) Procurement Officer-General Supplies c) Procurement Officer-Hospital Services d) Procurement Officer-Medical Supplies 	
2. PURPOSE OF THE JOB	
Reporting to the Chief Executive Officer, the Procurement and Supply Chain Manager job exists to oversee, coordinate and provide procurement and supply chain management services, and advise the Hospital Management on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Oversee and ensure planning for the procurement all the assets and resources required in the hospital in collaboration and coordination with other heads of sections and units and thus contribute to its overall strategic planning of the hospital. • Oversee and ensure the distribution of all assets, goods and services whenever needed in different sections and units in order to facilitate timely delivery of quality clinical referral, research and training services in the hospital. • Interpret the procurement component of the comprehensive strategic plan and make short- and long-term operationalization plan for its implementation within the allocate budget in the hospital. • Oversee and facilitate, in collaboration with the section heads, forecasting and planning for material needs of different sections in the hospital so as to facilitate their effective distribution in the hospital. • Conduct market research, in order to establish availability, value and prices of different commodities required in the hospital in order to prepare for procurement before they are needed in the hospital. • Coordinate all the procurement and supply chain management functions in the hospital and represent the section and its pertinent matters to the executive and other stakeholders of the hospital. 	



- Formulate procurement and supply chain management systems/models, policies and procedures for the hospital within the framework of the established public procurement policies and practices.
- Ensure that the procurement and supply chain management section of the hospital has all human and non-human resources required to offer procurement and supply chain services in the hospital.
- Participate in the recruitment and induction, and disciplinary action and processes of procurement and supply chain management section staff within the established policies and procedures in collaboration with the human resource section in the hospital.
- Supervise procurement and supply chain management section staff together with their services in the hospital, to ensure that they offer timely procurement and supply chain services within the expected standards, complying with the established policies, procedures and practices.
- Ensure and coordinate continuous training and development of staff in procurement and supply chain management section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide procurement and supply chain management advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Liaise with government agencies such as the treasury to ensure that procurement and supply chain management practices in the hospital complies with established public procurement policies and practices.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the procurement and supply chain management section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Procurement and Supply Chain or Business Sciences from a recognized institution
- b) Masters' Degree in Procurement, Logistics or Supplies or a related field from a recognized institution.

Minimum level of professional qualification and compliance required to perform effectively in the role:

- a) Registration with accredited respective regulatory or professional body.
- b) Must be a licensed practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer literate
- b) Knowledge of procurement software including IFMIS
- c) Knowledge of the Public Procurement and Disposal Act
- d) Knowledge of the relevant legislations
- e) Knowledge of professional standards



Soft skills required for the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least ten years' working experience, four of which must be in a managerial position



Senior Procurement Officer - CEOSPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Senior Procurement Officer	
Reports to: Procurement & Supply Chain Manager	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Senior Procurement Officer is responsible for ensuring timely procurement of goods, services and works; developing and implementing policies, and administrative systems in line with budgetary allocations in the Hospital for all functions.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation, from heads of units, of all services needed by different units of the hospital. • Ensuring correct specifications from users, and proper requisition authorization • Preparation of tender documents for procurement of goods, works and services • Plan for the procurement of all services required for the proper running of the hospital. • Provide professional procurement advice to the Hospitals ad hoc tender committees • Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it. • Prepare tenders for the procurement of the different services required for running the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manger to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for hospital services provision to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital. • Present the qualified hospital service lenders to the legal unit for contracting process the hospital. 	



- Offer hospital services provision tenders from the contracted service lenders of the hospital.
- Receive feedback from hospital services end users and respond accordingly in the hospital.
- Prepare and respond to service lender concerns through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement of services lent the hospital.
- Manage data of all records of hospital services rendered including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payments to service lent by renderers for timely service delivery in the hospital.
- Raise services receipt vouchers to support verification of invoice sent by service providers to ensure payments for only what has been provided to the hospital.
- Prepare and disburse hospital services procurement reports to facilitate the preparation and implementation of strategies to fill the identified gaps.
- Monitor and ensure that services provided to the hospital by service lenders are sufficient and up to the required specifications and standards in the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Procurement or Supply Chain Management from a recognized University;
- b) A Master's Degree in Procurement or Supply Chain Management will be an added advantage

Minimum level of professional & Compliance qualification required to perform effectively in the role:

- a) Must be a member of a recognized professional procurement body (KISM)
- b) Must be a licensed practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
- b) Knowledge of e-procurement systems
- c) Knowledge of Public Procurement and Disposal Act
- d) Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills



5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least Seven years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT OFFICER I – MEDICAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer I – Medical Supplies	
Reports to: Procurement & Supply Chain Manager	
Direct Reports: Pharmacy Storekeeper	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer I – Medical Supplies job exists to plan and procure medical supplies for the hospital in compliance with the Public Procurement and Disposal Act, and Pharmacy and Poisons Board Regulations and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation of needs from heads of clinical and nursing units, to ensure all needs are captured and supplied in the hospital. • Plan for all medical supplies which include medicines and surgical equipment for the hospital. • Receive requisitions for medical and surgical tools, equipment and materials from heads of clinical and nursing units of the hospital. • Prepare purchase orders for the pharmaceutical and other medical supplies in the hospital. • Prepare and make orders for the medicines, medical and surgical tools, equipment and materials from pharmaceutical and other suppliers of the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manager to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for pharmaceutical and other medical supplies to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide medical supplies in the hospital. • Present the qualified pharmaceutical and other medical suppliers to the legal unit for contracting process the hospital. 	



- Receive and counter check pharmaceutical and other medical supplies' deliveries against orders in the hospital.
- Inspect supplies against specification and samples given to ensure that they all meet the set specifications and standards by the respective regulatory bodies.
- Hand over medical supplies to the respective storekeepers for inventory and custody in accordance with the set standards and regulations in the hospital.
- Prepare and respond to various end-users in the hospital and supplier correspondence through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement initiatives for the hospital supply chain function.
- Manage data of all records of purchased medical goods including their costs, deliveries and inventories and consumption in the hospital.
- Prepare and disburse procurement reports on the procurement processes for medical supplies, to facilitate the preparation and implementation of strategies to fill the identified gaps in the hospital.
- Monitor, in collaboration with the store pharmacy storekeeper, stock levels and determine reorder levels to minimize on overstocking and understocking, to support cost management and operational efficiency for the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Purchasing & Supplies from a recognized institution.
- Diploma in Purchasing and Supplies Chain Management from a recognized institution.

Minimum level of professional qualification and Compliance required to perform effectively in the role:

- Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
- Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer Literate
- Knowledge of e-procurement system
- Knowledge of Public Procurement and Disposal Act
- Knowledge in professional standards

Soft skills required for the job (Attributes):

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement and Supply Chain officer in a reputable organization.



PROCUREMENT OFFICER I – HOSPITAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer I – Hospital Supplies	
Reports to: Procurement & Supply Chain Manager	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer – Medical Supplies job exists to plan and procure medical supplies for the hospital in compliance with the Public Procurement and Disposal Act, and Pharmacy and Poisons Board Regulations and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation, from heads of units, of all services needed by different units of the hospital. • Plan for the procurement of all services required for the proper running of the hospital. • Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it. • Prepare tenders for the procurement of the different services required for running the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manager to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for hospital services provision to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital. • Present the qualified hospital service lenders to the legal unit for contracting process the hospital. • Offer hospital services provision tenders from the contracted service lenders of the hospital. • Receive feedback from hospital services end users and respond accordingly in the hospital. • Prepare and respond to service lender concerns through phone, mail or other appropriate media. • Carry out market surveys and research to inform continuous improvement of services lent the hospital. 	



- Manage data of all records of hospital services rendered including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payments to service lent by renderers for timely service delivery in the hospital.
- Raise services receipt vouchers to support verification of invoice sent by service providers to ensure payments for only what has been provided to the hospital.
- Prepare and disburse hospital services procurement reports to facilitate the preparation and implementation of strategies to fill the identified gaps.
- Monitor and ensure that services provided to the hospital by service lenders are sufficient and up to the required specifications and standards in the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in Commerce, Business Administration (with) or Purchasing and Supply Chain Management from a recognized institution

Minimum level of professional qualification & Compliance required to perform effectively in the role:

- Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
- Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer Literate
- Knowledge of e-procurement system
- Knowledge of Public Procurement and Disposal Act
- Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT OFFICER II – GENERAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer II – General Supplies	
Reports to: Procurement & Supply Chain Manager	
Direct Reports: Storekeeper	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer – General Supplies job exists to plan and procure general hospital supplies within the framework of Public Procurement and Disposal Act and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation of needs from heads of units, to ensure all needs are captured and supplied in the hospital. • Plan for the purchase of all general supplies required for the proper running of the hospital. • Receive requisitions for the procurement of tools, equipment and materials from heads of units of the hospital. • Prepare purchase orders for the procurement of all general supplies needed for running the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manager to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for general hospital supplies to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various good in the hospital. • Present the qualified general hospital suppliers to the legal unit for contracting process the hospital. • Make orders for the tools, equipment and materials from the contracted suppliers of the hospital. • Receive and counter check general hospital supplies’ deliveries against orders in the hospital. 	



- Inspect supplies against specification and samples given to ensure that they all meet the set specifications and standards in the hospital.
- Hand over supplies to the respective storekeepers for inventory and custody in the hospital.
- Prepare and respond to various suppliers' correspondences through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement initiatives for the supply chain function in the hospital.
- Manage data of all records of purchased goods including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payment of suppliers of all general hospital supplies to ensure timely delivery in the hospital.
- Raise goods receipt vouchers to support verification of invoice sent by suppliers to ensure payments for only what has been supplied to the hospital.
- Prepare and disburse procurement reports on the procurement processes for general supplies, to facilitate the preparation and implementation of strategies to fill the identified gaps in the hospital.
- Monitor, in collaboration with the store keepers, stock levels and determine reorder levels to minimize on overstocking and understocking, to support cost management and operational efficiency for the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Commerce, Business Administration (with) or Purchases and Supply Chain Management from a recognized institution

Minimum level of professional qualification and compliance required to perform effectively in the role:

- c) Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
- d) Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
- b) Knowledge of e-procurement systems
- c) Knowledge of Public Procurement and Disposal Act

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT ASSISTANT - CEOPA/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Assistant	
Reports to: Procurement Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Officer, the Procurement Assistant job exists to promote a collaborative, client focused, quality and result oriented approach in the Procurement Unit and effective delivery of the procurement services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Maintaining an updated supplier's database in the system. • Assist in risk analysis of contracts conditions, costs and sub-contracts and preparing reports on Procurement matters. • Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly. • Provide purchased materials to the responsible receiving office and do all actions for completing the process. • Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit process. • Assist with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch. • Assist the Procurement Officer in maintaining current up to date procurement documents. • Verify current inventory levels and keep records to prevent inventory gaps. • He/She will note when inventory is low and it is time to order new products. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role</i>	
a) Bachelor's Degree/ Diploma in Supplies Chain Management or related course from a recognized institution	
<i>Minimum level of professional qualification & compliance required to perform effectively in the role:</i>	
a) Registered with Kenya Institute of Purchasing and Supplies Management (KISM)	



Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
- b) Knowledge of e-procurement systems
- c) Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Procurement Assistant in a reputable organization.



STOREKEEPER - CEOSK/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: General Storekeeper	
Reports to: Procurement Officer - General Hospital Supplies	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Officer-General Supplies, the Storekeeper job exists to coordinate and provide storekeeping services, ensuring safety, security, availability and sufficiency of all goods at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Coordinate all the operations and activities in the general stores of the hospital. • Receive, verify against the LPOs, and inventories all goods procured and delivered by suppliers in the hospital. • Ensure the proper quality and quantity of all goods delivered by suppliers before stocking them in their respective storage facilities in the hospital. • Ensure that all goods delivered by suppliers in the general stores are appropriately stocked and refrigerate for safe keeping in the hospital. • Manage all goods in the store by ensuring that they are sufficient, safe, secure and in good condition and within the validity periods in the hospital. • Ensure that store supervisors record all goods received into and all goods issued from the general store of the hospital. • Receive requisitions from heads of units, sections and departments, process them and forward them to the store supervisors to dispatch them as per supply chain management policies and procedures of the hospital. • Cross check and reconcile receivables, issuances and balance in stock in order to track stock of goods in the store for sufficient supply in the hospital. • Track the movement of goods into and from the store in order to ensure their availability and sufficiency and thus steady supply in hospital. • Note and report damages, expiry and discrepancies for accounting, reimbursement and record-keeping purposes in the store of the hospital. • Prepare requisition list for goods to be procured in order to replenish stocks, and forward it to the Procurement Officer accordingly for their procurement in the hospital. 	



- Prepare and balance ledger books to ensure proper record keeping in the store of the hospital.
- Compile stores reports and disburse them according to the appropriate offices in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Supply Chain Management related course
- A Degree will be an added advantage

Minimum level of professional qualification required to perform effectively in the role:

Registered with the Kenya Institute of Supplies Management

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer literate
- Knowledge of procurement and supply chain management systems
- Knowledge of relevant legislations
- Knowledge of professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills
- Team building skills

5. Relevant work experience required:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years' working experience as a Storekeeper in a reputable organization.



ICT MANAGER - DCSAICTM/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT
Job Title: ICT Manager	
Reports to: Director – Corporate services	
Direct Reports: a) ICT Officer – Security b) ICT Officer - Infrastructure c) ICT Officer - Application	
2. PURPOSE OF THE JOB:	
Reporting to the Director corporate services, the ICT Manager job exists to oversee and coordinate the ICT function, and advise the Hospital Management on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Oversee and manage the ICT function of the hospital by ensuring that all its services are well planned for in order to support timely and quality service delivery in the hospital. • Participate in and contribute to the overall strategic planning process for the hospital. • Provide leadership, guidance and direction to ICT division in order to support timely and quality clinical services, research and training services delivery in the hospital. • Provide supportive supervision of ICT division facilities and services in its sections and units in the hospital. • Ensure that the ICT division supports generation of the target revenue required to facilitate the delivery of its services and other financial obligations of the hospital. • Ensure proper coordination of the implementation of the hospital strategic plan in the ICT division within its vision, mission and culture and other national and international frameworks. • Ensure that the ICT division has all human and non-human resources required to offer ICT services in order to support clinical referral, research and training services in the hospital. • Oversee and ensure the recruitment, maintenance and disciplinary action and processes of the ICT division staff in the hospital. 	



- Oversee and coordinate the provision of timely quality and sufficient ICT services in the hospital within the established policy and professional frameworks in the hospital.
- Ensure continuous training and development of ICT division staff for their effectiveness and efficiency and thus performance and productivity in the hospital.
- Ensure continuous advisory services concerning ICT services and service delivery to the hospital executive and other stakeholders through the appropriate media.
- Work in collaboration with other divisions, sections and units in dealing with thematic ICT issues for timely quality clinical referral, research and training services in the hospital.
- Ensure and oversee monitoring and evaluation of the ICT division in order to establish its progress and achievement, and thus prepare and disseminate periodic reports appropriately.
- Anticipate business needs and identify and propose ICT products and services to fulfil those needs.
- Manage overall systems control by safeguarding the systems against deliberate efforts to fraudulently abusing it through physical and logical systems security and establishment of security features within the system for control purpose, though network monitoring and management
- Coordinate and provide ICT systems support services and service delivery in the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT, Computer Sciences/ Engineering/or related Degree from a recognized institution
- b) Masters' Degree in IT or Computer Sciences/ Engineering/or related field from a recognized institution

Minimum level of knowledge required for the job:

- a) Knowledge of relevant legislations
- b) Knowledge of professional standards
- c) Human resource management skills

Professional qualification required to effectively perform in the role:

- a) Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- b) Member of an ICT professional body.

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills



- e) Analytical skills
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as an ICT Manager or Project Manager in an ICT environment, in a similar position.



ICT Officer – Infrastructure & Network - DCSAICTIN/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT - Infrastructure
Job Title: ICT Officer - Infrastructure	
Reports to: Information and Communication Technology Manager	
Direct Reports: ICT Infrastructure Analysts ICT Infrastructure Technicians	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Officer Infrastructure job exists to plan, direct, and coordinate the design, installation, and connectivity of computer systems and network infrastructure to ensure the stable operation of the organization’s IT assets, and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all ICT infrastructure in the hospital, in collaboration with other sections and units’ heads and thus contribute to its overall strategic planning. • Design and implement short and long-term strategic plans to make network capacity meet existing and future requirements. • Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use. • Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation. • Establish service level agreements with end users. • Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. • Prepare RFPs, bid proposals, contracts, scope of work reports, and other documentation for IT projects and associated efforts. • Coordinate and contribute to ICT infrastructure projects and other operational needs as required which will involve internal and external contractor support. • Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions. • Negotiate with vendors, outsourcers, and contractors to secure network products and services. • Assess, approve, and administer all equipment, hardware, and software upgrades. 	



- Manage and ensure effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software. Responsible for on-site and off-site data centers.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, and so on.
- Test network performance and provide network performance statistics and reports; develop strategies for maintaining network infrastructure.
- Test server performance and provide network performance statistics and reports; develop strategies for maintaining server infrastructure.
- Oversee the administration of user accounts, permissions, and access rights in AD.
- Develop, configure, maintain, support, and optimize all new and existing network hardware, software, and communication links.
- Responsible for telephone, data center, security systems and other electronic infrastructure
- Manage infrastructure services such as asset management, security systems (Antivirus, Mail & Web filtering), automatic system configuration, deployment, system monitoring and maintenance services.
- Resolve problems reported by end user
- Direct and administrate a contingent of network analysts and technicians, and where necessary, conduct performance reviews and corrective action.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution.

Minimum level of knowledge required for the job:

- a) Knowledge of Enterprise Systems Management
- b) Knowledge of Database Administration
- c) Strong knowledge of ITIL
- d) Knowledge of professional standards
- e) Experience managing and configuring enterprise-wide LANs, WANs, WLANs, VPNs, etc.
- f) Exceptional knowledge of service and application delivery, as well as successful service level agreement accomplishments.
- g) Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core Switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery.
- h) Conversant with programming languages such as Net, PHP.
- i) Experience in interpreting the applicability of local and federal laws/regulations (including data privacy practices and laws) to company operations.
- j) Hands-on experience troubleshooting hardware such as servers, routers, switches, modems, network interface cards, and so on.
- k) Knowledge and understanding of system flow charts, data processing concepts, and telecommunications principles.



1) Experience installing network cabling and telephony systems.
<i>Professional qualification required to effectively perform in the role:</i>
a) Professional certification such as Certified Computer Network Professional (CCNA), CCNP.
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Team building skills d) Leadership skills e) Analytical skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
a) At least three years working experience as an ICT Infrastructure Officer or related field



ICT OFFICER – APPLICATIONS - DCSAICTA/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT Applications/Systems
Job Title: ICT Officer - Applications	
Reports to: Information and Communication Technology Manager	
Direct Reports: a) Business Analyst-Clinical/Patient Services b) Business Analyst-Back Office Applications c) Database Administrator	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Systems/Application Manager job exists to oversee and coordinate the provision of Information and Communication Systems services, solutions and support, and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all ICT systems/Applications services required in the hospital, in collaboration with other sections and units heads and thus contribute to its overall strategic planning. • Coordinate the implementation of ICT Systems/Applications services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. • Develop application and service strategies and service level agreements, test and deploy plans regularly, in collaboration with business units' heads, and other key stakeholders in the hospital. • Perform end to end applications development lifecycle projects and activities including development, testing, implementation and maintenance of ICT systems in the hospital. • Perform tuning, balancing, improvement, automation and usability of the existing software and applications in the hospital. • Simulate and model software and applications to fit end users in the different business units in order to facilitate quality service delivery in the hospital. • Works with system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different sections and units in the hospital. • Works with various departments and strategic management department business analysts to develop system requirement specifications (SRS) based on business processes in the hospital. 	



- Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers.
- Keep abreast with the latest enterprise systems development technologies and methodologies and advises the executive appropriately at the hospital.
- Review and promote the appropriate introduction and plan for the implementation of software tool versions that offer new/latest features for effective and efficient service delivery in the hospital.
- Review the existing systems in use by different sections and units in the hospital and propose areas and approaches for improvements.
- Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital.
- Ensure that the ICT Systems Section has all human and non-human resources required to provide ICT systems support services to other sections in the hospital.
- Provide guidance and support for application users to ensure that the business application systems supported by the ICT are maintained to the highest possible standard with maximum levels of attainable productivity and efficiency.
- Maintain and update interfaces and integrations, exports and imports, data extracts, reporting functionalities and ensure their smooth running where required.
- Coordinate and provide ICT systems support services and service delivery in the hospital ensuring that they meet the expected standards and compliance.
- Supervise ICT systems section staff together with their services, to ensure that they offer timely services within the expected standards in the hospital.
- Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes in the ICT systems section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide continuous ICT systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the ICT systems section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.
- Analyze data from systems and produce technical and business reports for consumption by departmental managers.
- Proactively manage data quality in some systems
- Set goals for Mean Time to Resolution (MTR) for all support issues, including escalated incidents among different sections and units in the hospital
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution



Minimum level of knowledge required for the job:

- a) Knowledge of Enterprise Systems Management
- b) Knowledge of Database Administration
- c) Strong knowledge of ITIL
- d) Knowledge of professional standards

Minimum level of professional qualification required to perform effectively in the role:

None

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills
- e) Analytical skills
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as an ICT Applications Officer or related field.



ICT OFFICER – SYSTEM ADMIN AND SECURITY - DCSAICTS/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT System Admin and Security
Job Title: ICT Officer - System Admin and Security	
Reports to: Information and Communication Technology Manager	
Direct Reports: ICT System Admin Technicians ICT Security Technicians	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Officer System Admin and Security job exists to coordinate the provision of ICT system administration, security & information governance services, solutions and support, and advise the hospital executive on the same at KUTRRH, ensuring security and efficiency of IT infrastructure.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Assist in planning for all ICT security and information governance services in the hospital, in collaboration with other sections and units' heads and thus contribute to its overall strategic planning. • Maintain appropriate security measures and mechanisms to guard against unauthorized access to electronically stored and /or transmitted patient data and protect against reasonably anticipated threats and hazards • Set up, maintain and manage accounts and workstations • Oversee and/or assist in performing on-going security monitoring of organization information systems. • Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers. • Coordinate the implementation of ICT security & information governance services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. • Develop ICT application and service strategies and service level agreements, test and deployment plans regularly, in collaboration with business unit's departmental heads, and other key stakeholders in the hospital. • Ensure the exposure of all the management information systems and data information is protected for continuity of operations in the hospital. • Ensure security through access controls, backups and firewalls 	



- Perform tuning, balancing, improvement, automation and usability of the existing software and ICT applications in the hospital.
- Simulate and model software and applications to fit end users in the different business units in order to facilitate timely and quality service delivery in the hospital.
- Work with ICT system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different sections and units in the hospital.
- Work with various departments and strategic management department business analysts to identify system requirement specifications (SRS) based on business processes in the hospital.
- Keep abreast with the latest enterprise systems development technologies and methodologies and advises the executive appropriately at the hospital.
- Review and promote the appropriate introduction and plan for the implementation of software tool versions that offer new/latest features for effective and efficient service delivery in the hospital.
- Review the current systems in use by different sections and units in the hospital and propose areas and approaches for improvements.
- Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital.
- Set goals for Mean Time to Resolution (MTR) for all support issues, including escalated incidents among different sections and units in the hospital.
- Ensure that the ICT systems section has all human and non-human resources required to provide ICT systems support services to other sections in the hospital.
- Coordinate and provide ICT systems support services and service delivery in the hospital and ensure that they meet the expected standards and compliance in the hospital.
- Supervise ICT system administration and system security section staff together with their services, to ensure that they offer timely services within the expected standards in the hospital
- Coordinate and provide continuous staff training and development in the ICT systems section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide continuous ICT systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Coordinate monitoring and evaluation of progress and achievement of the ICT systems section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.
- Assist with implementation of ICT application projects. Provide technical input where required.
- Provide consistent and quality technical and/or hardware services advice for business improvement and compliance with agency rules/standards.
- Ensure compliance through adequate training programs and periodic IT security audits. These audits should be both internal and external in nature.



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution.
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Knowledge of Enterprise Systems Management b) Knowledge of Database Administration c) Strong knowledge of ITIL d) Knowledge of professional standards e) Familiarity with various operating systems and platforms f) Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
<i>Minimum level of professional qualification required to perform effectively in the role:</i>
Training in Cyber Security will be an added advantage.
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Team building skills d) Leadership skills e) Analytical skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as an ICT System Admin and Security Officer or related field.



ICT OFFICER – WEB DEVELOPMENT - DCSAICTSWB/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT Website
Job Title: ICT Officer – Web Development	
Reports to: Information and Communication Technology Manager	
Direct Reports: a) Business Analyst-Clinical/Patient Services b) Business Analyst-Back Office Applications c) Database Administrator	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT - Web Developer job exists to design, develop, implement and maintain the Hospital's Website and other online services and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all Web Development services and content required in the hospital, in collaboration with other sections and unit heads and thus contribute to its overall strategic planning. • Coordinate the implementation of ICT Systems/ Web Applications services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. • Develop application and service strategies and service level agreements, test and deploy plans regularly, in collaboration with business units' heads, and other key stakeholders in the hospital. • Perform end to end web-applications development lifecycle projects and activities including development, testing, implementation and maintenance of ICT systems in the hospital. • Perform tuning, balancing, improvement, automation and usability of the existing web systems, software and applications in the hospital. • Works with various departments and strategic management department business analysts to identify content requirement for publishing • Undertake web-application problem analysis and resolution for application problems in conjunction with the users. • Keep abreast with the latest web standards and development technologies and methodologies and advises the executive appropriately at the hospital. • Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital. 	



- Ensure that the Website has information and resources required to offer effective communication.
- Provide guidance and support for web users to ensure that the website is maintained to the highest possible standard with maximum levels of attainable security and efficiency.
- Maintain and update interfaces and integrations, exports and imports, data extracts, reporting functionalities and ensure their smooth running where required.
- Ensure and provide continuous Web systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science / Engineering from a recognized institution.

Minimum level of knowledge required for the job:

- a) Knowledge of CMSs, and PHP, JavaScript, HTML and other related programming languages.
- b) Knowledge of Database Administration, web-hosting and cloud services.
- c) Knowledge of Version Control Platforms.
- d) Knowledge of professional standards and best practices.

Minimum level of professional qualification required to perform effectively in the role:

Training in Cyber Security will be an added advantage.

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills
- e) Analytical skills
- f) Ability to work under pressure
- g) Must pass the integrity test as required by Chapter 6 of the Constitution of Kenya

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as an ICT - Website/ Applications Officer or a related position



CCVT CAMERA MONITOR - DCSACCTV/KUTRRH/12

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Security Services
Job Title: CCTV Camera Monitor	
Reports to: Information and Communication Technology Manager	
2. PURPOSE OF THE JOB:	
Reporting to the Security Officer-Operations, the CCTV and Alarms Monitor job exists to operate and monitor the CCTV cameras and alarm system in accordance with the security policies, procedures and protocols at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Man and monitor CCTV cameras and security alarms in order to ensure that they are always working properly in order to provide security and safety in the hospital. • Man and monitor CCVT cameras in order to monitor the movement and activities of people and goods into, within and outside of the hospital. • Identify and monitor the movement of suspicious-looking persons, abandoned goods and suspicious objects, and report the same to security guards and the security officers in order for them to be tracked and prevent crime in the hospital. • Monitor, control and report, to the security officer and guards, movement of unauthorized persons to restricted areas of the hospital. • Monitor conduct of persons in sensitive areas such as cash offices, stores, pharmacy, car parks and garage, and report the same to Security Officers in order to control theft, misuse, damage and corruption in the hospital. • Read recorded CCVT data and write daily reports on activities and irregularities, such as equipment or property damage, theft, entry and presence of unauthorized persons to restricted areas and other, or unusual occurrences in the hospital. • Read and interpret security alarms, locations and raise emergency response alerts to the police, fire brigade, ambulance etc., in order to respond to such emergencies in the hospital. • Respond to emergency calls such as ambulance and fire and notify the respective persons accordingly for fast response within and without the hospital. 	



<ul style="list-style-type: none"> • Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering in the hospital. • Provide recorded data to authorized persons for security processing, reporting and other uses in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in IT / Security Studies or related field from a recognized institution
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge of Basic Networking. b) Knowledge of professional standards and best practices.
<i>Minimum level of professional qualification required to perform effectively in the role:</i>
None
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Ability to manage crisis f) Keen and detail oriented g) Calm in times of emergency h) Ability to work under pressure i) Ability to work odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years' working experience as a CCVT Monitor or Security Surveillance Officer in a reputable organization.