



**KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL**

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**HEAD OF DEPARTMENT – OBSTETRICS & GYNAECOLOGY - DCSOG/KUTRRH/4**

**Re-advertisement**

<b>1. BACKGROUND INFORMATION</b>	
Kenyatta University Teaching, Referral and Research Hospital (KUTRRH)	
<b>Department:</b> Clinical Services	<b>Section/Unit:</b> Obstetrics and Gynaecology Services
<b>Job Title:</b> Head of Department - Obstetrics and Gynaecology	
<b>Reports to:</b> Deputy Director – Medical Services	
<b>Direct Reports:</b> a) Senior Obstetrics and Gynaecologist b) Obstetrician and Gynaecologists	
<b>2. PURPOSE OF THE JOB:</b>	
Reporting to the Deputy Director-Medical Services, the Head of Department Obstetrics and Gynaecologist coordinates and provides specialized Obstetrics and Gynaecological services, coordinates Obstetrics and Gynaecological research and training; and advises the hospital and public on the same at KUTRRH.	
<b>3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:</b>	
<ul style="list-style-type: none"><li>• Plan for all Obstetrics and Gynaecology services and resources in the hospital; and participate in and contribute to the overall strategic planning of the hospital.</li><li>• Coordinate the implementation of the hospital’s strategic plan in the Obstetrics and Gynaecology unit within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.</li><li>• Ensure that Obstetrics and Gynaecological unit of the hospital has all the required human and non-human resources required to offer specialized Obstetrics and Gynaecological services, research and training in the hospital.</li><li>• Participate in the recruitment and disciplinary action and processes of Obstetrician staff in the hospital.</li><li>• Coordinate and provide specialized Obstetrics and Gynaecological services and services delivery in the Obstetrics and Gynaecology unit of the hospital ensuring that they meet the expected standards and compliance.</li></ul>	



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- Coordinate Obstetrics and Gynaecological referral services within and without the hospital according to the Obstetrics and Gynaecological services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- Supervise Obstetrics and Gynaecology staff together with their services; to ensure that they offer timely services within the expected standards, complying with the established ethics and regulations.
- Ensure and coordinate continuous training and development of Obstetrics and Gynaecology staff for their effective and efficient performance and productivity.
- Coordinate and provide medical research and training within the Obstetrics and Gynaecology unit of the hospital
- Offer specialized Obstetrics and Gynaecological advice to the CEO and other sections/units and the general public in the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue(s) or perform extensive surgery, when required in the hospital.
- Monitor and evaluate progress and achievement of the Obstetrics and Gynaecology unit's clinical referral, research and training programs and prepare and disseminate periodic reports appropriately.

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

- a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- b) Master of Medicine in Obstetrics and Gynaecology from a recognized institution
- c) Senior Management 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) Track record of clinical research and training in a reputable institution

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

- a) Registration with the Kenya Medical Practitioners and Dentists Board
- b) Valid Practice License
- c) Professional Indemnity Cover

***Soft skills required for the job:***

- a) Communication skills
- b) Leadership skills



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- c) Organizational skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Supervisory skills
- h) 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 three years' experience as a Senior Obstetrician and Gynaecologist, two of which should be Head of Department in a reputable hospital.