



KENYATTA UNIVERSITY TEACHING, TRAINING & RESEARCH HOSPITAL (KUTRRH)

Kenyatta University Teaching Referral and Research Hospital is seeking to recruit dynamic and self-driven individuals with a high degree of integrity, result oriented, demonstrable professionalism and competence to fill the following positions within its staff establishment: -

1. CARDIOLOGY NURSES - KUTRRH/DNSCARDN/250 – 3 POSTS

Job Description

Reporting to the Senior Nursing Officer, the Cardiology Nurses' job exists to provide cardiac nursing services and patient care and, provide nursing research and training within Cath Lab and ICU at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers at the unit;
- Assist doctors in performing physical tests and prescribed tests so as to diagnose cardiac diseases;
- Educate and inform patients of the best disease prevention and control methods;
- Help to manage chronic heart diseases;
- Help to treat and manage patients in emergency rooms or intensive care units;
- Work with doctors whenever a patient is undergoing surgery;
- Advice and give professional and moral support to patients suffering from heart conditions, who may not understand the steps to take to manage their conditions;
- Monitor heart devices like defibrillators and pacemakers;
- Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital;
- Provide general nursing services and care to patients in the hospital;
- Support Medical Officers and Medical Specialists in attending to patients in the unit;
- Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital;
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital;
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital;
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital;
- Provide nursing services research and training to students at the unit of the hospital;
- Ensure that the nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications

- Diploma in Nursing;
- Higher Diploma in Critical Care Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- Cardiology Nursing training from a recognized institution;
- At least three years working experience as a cardiology nurse in a reputable health facility;
- Registration with the Nursing Council of Kenya with a Valid Practice License;



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- Proficiency in computer application;
- Knowledge of relevant legislations.
- Knowledge of professional standards.
- Proven track record of nursing research and training in a reputable institution.

Key Skills and Competencies

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

2. PAIN MANAGEMENT NURSE – KUTRRH/DNSPMN/251 – 2 POSTS

Job Description

Reporting to the Senior Nursing Officer, the pain management nurse' job exists to provide pain management services and patient care and provide nursing research and training in all nursing departments at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers at the unit.
- Assess patients to determine the severity and causes of their pain.
- Physically examine patients and discuss their symptoms.
- Examine their patients' medical histories and help in performing diagnostic tests, such as x-rays.
- Helping patients ease and manage their pain by administering right medication.
- Teach patients how to take their medications safely.
- Help patients by introducing them to alternative pain management techniques.
- Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
- Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.
- Ensure that the nursing areas are clean and tidy complying with sanitation standards of the hospital.



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Qualifications

- Diploma in Nursing;
- Higher Diploma in a Specialized Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- Pain management training and qualification from a recognized institution;
- At least three years working experience in pain management in a reputable health facility;
- Registration with the Nursing Council of Kenya and Valid Practice License;
- Proficiency in computer application;
- Knowledge of relevant legislations;
- Knowledge of professional standards;
- Proven track record of nursing research and training in a reputable institution.

Key Skills and Competencies

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

3. ONCOLOGY NURSES – KUTRRH/DNCON/252– 10 POSTS

Job Description

Reporting to the Senior Nursing Officer, the Oncology Nurses' job exists to provide nursing services and patient care to cancer patients, and provide nursing research and training at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers at the unit.
- Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- Create individualized care plans on patient under their supervision and care.
- Recognize and treat cancer-related issues.
- Give supportive resources on the patient and the families to promote positive outlook.
- Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- Chart the patient's response to treatment and medication.
- Caring for patients diagnosed with cancer both inpatient and outpatient.
- Offering education and support to patients' families regarding treatment expectations.



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- Administering chemotherapy.
- Managing chemotherapy side effects.
- Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.
- Ensure that nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications

- Diploma in Nursing;
- Higher Diploma in Oncology Specialized Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- At least three years working experience as an oncology nurse in a reputable health facility;
- Registration with the Nursing Council of Kenya and Valid Practice License;
- Proficiency in computer application;
- Knowledge of relevant legislations;
- Knowledge of professional standards;
- Proven track record of nursing research and training in a reputable institution.

Key Skills and Competencies

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



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4. PERIOPERATIVE/THEATRE NURSES - KUTRRH/DNSPERIN/253 – 5 POSTS

Job Description

Reporting to the Senior Nursing Officer, the Perioperative/Theatre Nurses' job exists to provide nursing services and patient care and provide nursing research and training at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers at the unit.
- Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- Help plan, carry out, and assess treatment for patients undergoing surgery.
- Involved in the care of patients before, during, and after surgery
- Responsible for choosing and handling instruments and supplies used during surgery.
- Setting up a sterile area in preparation for surgery, helping the surgical team with gowns and gloves, and handing instruments to the surgeon.
- Developing a patient plan of care, reviewing preoperative assessments with patients, and managing activities in the operating room.
- Cares for patients immediately after surgical procedures and anesthesia.
- Ensure cleanliness and tidiness in the surgical unit.
- Support Medical Officers and Medical Specialists in the unit.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.
- Ensure that nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications

- Diploma in Nursing;
- Higher Diploma in Perioperative Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- At least three years working experience as a perioperative/theatre nurse in a reputable health facility.
- Registration with the Nursing Council of Kenya and Valid Practice License;
- Proficiency in computer application;
- Knowledge of relevant legislations;
- Knowledge of professional standards;
- Proven track record of nursing research and training in a reputable institution

Key Skills and Competencies

- Communication skills



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- Leadership skills
- Observation skills
- Analytical skills
- Compassionate
- Organizational skills
- Team building skills

5. WOUND AND STOMA CARE NURSES - KUTRRH/DNSWSCN/254 – 5 POSTS

Job Description

Reporting to the Senior Nursing Officer, the Wound and Stoma Care nurses exists to provide nursing services and patient care and provide nursing research and training in the Surgery units at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers in the unit.
- Provide wound and ostomy nursing care
- Notes progress in meeting defined outcomes on multidisciplinary plan of care
- Plans and organizes and administers individual nursing care, independently applying both simple and complex techniques and processes that are specific to the needs of the patient.
- Evaluates and documents patient response to prescribed interventions.
- Evaluates the nursing care administered to patients by self and elicits patient and family participation in care in keeping with physiological and psychological readiness.
- Instructs the patient and/or family on subjects such as disease process, risk factors, and prevention of complications to help them plan for care in the hospital and after discharge following prescribed teaching plans.
- Provides concise communication regarding the patient's progress to nursing staff members and other health care practitioners for instance: intra- and inter-unit; inpatient unit to clinic, or operating room, hospital to home or other health care facility.
- Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
- Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.



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- Ensure that nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications

- Diploma in Nursing or Bachelor of Science in Nursing from a recognized institution.
- Higher Diploma in any Specialized Nursing from a recognized institution.
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- Wound and stoma Care training and qualification from a recognized institution.
- At least three years working experience as a wound and stoma care nurse in a reputable health facility.
- Registration with the Nursing Council of Kenya and Valid Practice License.
- Proficiency in computer application;
- Knowledge of relevant legislations.
- Knowledge of professional standards.
- Proven track record of nursing research and training in a reputable institution.

Key Skills and Competencies:

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

6. PALLIATIVE CARE OFFICERS - KUTRRH/DNSPCO/255 – 2 POSTS

Job Description

The Palliative Care Officers' job exists to provide nursing and clinical services and patient care to cancer patients and provide research and training at the KUTRRH.

Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers.
- Actively promote and support patient and family autonomy in decisions affecting symptom control and quality of life.
- Respond to symptom control issues promptly, evaluate interventions with fellow nurses/doctors and multidisciplinary team members as appropriate, and make adjustments as required.
- Evaluate care outcomes and document as required.
- Complete a holistic assessment of needs in collaboration with the patient.



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- Develop and implement a tailored, appropriate care plan in consultation with the patient and family, ensuring clear directions for nursing staff and multidisciplinary team members involved in their care e.g. discharge planning, expected outcomes.
- Deliver palliative care services that are tailored to each patient.
- Create an environment where the patient and their family are actively supported and empowered to participate in their care.
- Provide psychological and spiritual care.
- Provide counselling on end-stage disease process and educating patients and families on next steps.
- Administer patient care and nursing to outpatients in the hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing/medical officers, interns and nursing/medical students, together with their work in the units of the hospital.
- Provide nursing/medical services research and training to students at the unit of the hospital.
- Ensure that the nursing/medical areas are clean and tidy complying with sanitation standards of the hospital.

Qualifications

- MBCHB or MD from a recognized institution
OR
- Diploma in Clinical Medicine and Surgery.
OR
- Diploma in Nursing from a recognized institution or Bachelor of Science in Nursing from a recognized institution.
- Higher Diploma in Palliative Care from a recognized institution.
- At least three years working experience as a Neonatal Palliative Care Officer in a reputable health facility.
- Valid Practicing License.
- Proficiency in computer application;
- Knowledge of relevant legislations.
- Knowledge of professional standards.
- Proven track record of Palliative Care research and training in a reputable institution

Key Skills and Competencies

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



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7. MIDWIFERY NURSES – KUTRRH/DNSMIDN/256 – 2 POSTS

Job Description

Reporting to the Senior Nursing Officer, the midwifery nurses' job exists to provide midwifery and reproductive health services and patient care and provide nursing research and training at the KUTRRH.

Responsibilities

- Receive, register, record and document patients' information and present the same to the Medical Officers at the reproductive health unit.
- Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- Provide family planning services, prenatal care, and gynecological exams for women.
- Delivering babies
- Provide care for newborn babies and mothers after delivery.
- Handling labor emergencies
- Assisting with cesarean births
- Discussing sexual or reproductive health issues with patients
- Repairing cuts/tears from birth
- Support Medical Officers and Medical Specialists in attending to patients in the reproductive health unit.
- Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.
- Ensure that the nursing areas are clean and tidy complying with sanitation standards of the hospital.

Qualifications

- Diploma in Nursing from a recognized institution;
- Higher Diploma in Specialized Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- Additional Midwifery Nurse training and qualification from a recognized institution.
- At least three years working experience as a midwife in a reputable health facility
- Registration with the Nursing Council of Kenya and Valid Practice License
- Proficiency in computer application;
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in a reputable institution

Key Skills and Competencies:



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

8. PAEDIATRIC NURSES – KUTRRH/DNSPAEDN/257 – 2 POSTS

Job Purpose

Reporting to the Senior Nursing Officer, the pediatric nurses' job exists to provide pediatric nursing services and care, and provide nursing research and training at the KUTRRH.

Job Responsibilities

- Receive, register, record and document children's' information and present the same to the Medical Officers at the unit.
- Transfer referred children from unit for further diagnosis or specialized treatment from other units of the hospital.
- Provide general nursing services and care to children in the hospital.
- Identify changes in a child's signs and symptoms and intervene in emergent situations
- Serve as a child advocate
- Analyze situations to anticipate pathophysiological problems and detect changes in status
- Determine a child's needs related to pain management
- Ensure cleanliness and tidiness of children sections in the hospital.
- Support Medical Officers and Medical Specialists in attending to children in the pediatric unit.
- Administer medication to children in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- Administer patient care and nursing to outpatients in the hospital.
- Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- Liaise with other healthcare staff in handling children with multiple of complex medical conditions in the units in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- Provide nursing services research and training to students at the unit of the hospital.
- Ensure that nursing areas are clean and tidy complying with sanitation standards of the hospital.

Qualifications

- Diploma in Nursing from a recognized institution;
- Higher Diploma in Pediatric Specialized Nursing from a recognized institution;
- Bachelor of Science in Nursing from a recognized institution will be an added advantage;
- At least three years working experience as a pediatric nurse in a reputable health facility;



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- Registration with the Nursing Council of Kenya and Valid Practice License;
- Proficiency in computer application;
- Knowledge of relevant legislations;
- Knowledge of professional standards;
- Proven track record of nursing research and training in a reputable institution.

Key Skills and Competencies

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

9. SENIOR MORTICIAN- KUTRRH/DCSSMORT/258 – 1 POST

Job Description

Reporting to the Head of the Funeral home, the Senior Mortician job exists to provide day to day funeral services at the funeral home.

Duties and Responsibilities

- Collecting of bodies from wards
- Undertaking admission of bodies to the mortuary
- Documenting and recording of Data
- Identifying of medico-legal cases
- Preparing of bodies for burial including embalming
- Reconstructing of the bodies
- Cleaning and dressing of the deceased
- Undertaking beautification-shaving, cosmetic/make-ups and plaiting
- Assisting pathologist in Autopsy/postmortems
- Cleaning of mortuary and equipment and instruments used in the mortuary
- Helping relatives in the identification of unknown bodies.

Minimum Qualifications

- Served in the grade of Mortician for a minimum period of three (3) years or its comparable position.
- Certificate in Mortician course or its equivalent lasting not less than six (6) months from a recognized institution.
- Proficiency in computer application.
- Shown merit and ability as reflected in work performance and results.

Key Skills and Competencies

- Effective communication skills.
- Ability to work under minimal supervision.
- Good time management.



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- Team player.

10. RADIOLOGIST - KUTRRH/DCSRADIOL/259 – 2 POSTS

Job Description

The position holder would be responsible for executing and interpreting medical images such as X-rays, CT scans, ultrasounds, and MRIs and using them to treat health problems in patients.

Duties and Responsibilities

- Interpreting the results from diagnostic imaging procedures to determine diagnoses.
- Communicating and discussing results and diagnoses with physicians.
- Suggesting most appropriate medical imaging techniques, when necessary.
- Informing patients about the medical imaging process.
- Performing or directing radiology staff to carry out image-guided, diagnostic procedures.
- Working with radiographers to perfect image quality.
- Following medical protocols for resuscitation, bleeding, infection, or other emergency situations, when necessary.
- Develop SOPs and policies for radiology department.

Minimum Qualifications

- Bachelor of Medicine and Bachelor of Surgery OR MD from a recognized institution;
- Master of Medicine in Radiology from a recognized institution;
- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover
- Specialist Recognition by KMPDC.

Minimum level of knowledge required

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of medical research and training

Key skills required

- Communication skills
- Organizational skills
- Leadership skills
- Observation skills
- Analytical skills
- Compassionate
- Ability to work under pressure



11. RADIO-ONCOLOGIST - KUTRRH/DCSRADIOO/260 – 1 POST

Job Description

Reporting to the Deputy Director-Medical Services, the Radio - Oncologist job exists to coordinate and provide specialized radio oncology services, coordinate research and training and advise the hospital and public on the same at the KUTRRH.

Duties and Responsibilities

- Plan for all radio-oncology services and resources required in the oncology unit; and participate in and contribute to the overall strategic planning of the hospital.
- Coordinate the implementation of the hospital strategic plan in the oncology unit within its vision, mission and culture, and other national and international healthcare and frameworks.
- Act as contact person for the radio oncology unit and its referral services, research and training matters in the hospital.
- Coordinate and provide radio oncology services and service delivery in the oncology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- Coordinate radio oncology referral services within and without the hospital according to the oncology needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- Supervise radio oncology staff together with their services, in the oncology unit of the hospital to ensure that they offer timely oncology services within the expected standards, complying with the established ethics and regulations in the hospital.
- Coordinate and provide radio oncology research and training within the hospital.
- Offer specialized radio oncology services advice to the hospital executive and other sections/units and the general public in the appropriate media.
- Work with other medical specialties to solve single or multiple medical issue (s) or perform extensive surgery, when required by patients in the hospital.
- Monitor and evaluate progress and achievement of the oncology unit and services, research and training programmes in the hospital, prepare and disseminate periodic reports appropriately.

Minimum Qualifications

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- Master of Medicine in Radio Oncology OR clinical oncology from a recognized institution
- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover
- Recognition as a specialist by the KMPDC.
- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of oncology research and training in a reputable institution

Soft skills required



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

12. GENERAL PAEDIATRICIAN – KUTRRH/DCSGPAED/261 – 1 POST

Job Description

Reporting to the Deputy Director-Medical Services, the General Pediatrician's job exists to coordinate and provide pediatrics services, coordinate research and training and advise the hospital and public on the same.

Duties and Responsibilities

- Formulating and reviewing health policies, strategies, guidelines and protocols
- Overseeing provision of promotive, preventive, curative and rehabilitative paediatric health services
- Providing outpatient and in-patient paediatric services.
- Developing intervention activities and programs for training health professionals in paediatrics.
- Initiating and coordinating operational and clinical research
- Facilitating implementation of research findings to improve quality of service delivery
- Coordinating and providing specifications for procurement of health commodities in paediatrics department.
- Ensuring adherence to health standards and guidelines
- Mobilizing resources and promoting partnerships and collaborations with hospital agencies and development partners in promotion of health programmes and projects
- Monitoring and evaluating provision of health services in the hospital
- Participating in preparing, planning and budgeting for the directorate.
- Coordinating capacity development and performance management.

Minimum Qualifications

For appointment to this grade, an officer must have:

- Bachelor of Medicine and Bachelor of Surgery degree OR MD from an institution recognized by Medical Practitioners and Dentists Board.
- Master of Medicine in Child Health and Paediatrics;
- Registration Certificate by the Medical Practitioners and Dentists Board.



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- Valid practising license from Medical Practitioners and Dentists Board.
- Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- Retention in the Medical Practitioners and Dentist Board register.
- Proficiency in computer applications.
- Demonstrated high professional competence and administrative capability.
- Valid professional indemnity.
- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of oncology research and training in a reputable institution

Soft skills required

- Communication skills
- Organizational skills
- Leadership skills
- Observation skills
- Analytical skills
- Supervisory skills

13. ORTHOPAEDICS/ TRAUMA SURGEON - KUTRRH/DCSORTHTS/262 – 1 POST

Job Description

Reporting to the Deputy Director - Medical Services, the Orthopaedics/Trauma's job exists to coordinate and provide orthopaedic services, coordinate research and training and advise the hospital and public on the same at the KUTRRH.

Duties and Responsibilities

- Consultation and analyzing patient data to determine patient needs and treatment goals.
- Examining patients to diagnose bone, joint, ligament, or other musculoskeletal problems, including diseases, or injuries.
- Collaborating with other specialists, when necessary, to determine a course of treatment.
- Recording patient care by maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results.
- Performing trauma and orthopedic surgical procedures.
- Prescribing medication to improve recovery and control pain after surgical procedures.
- Referring patients to physical therapy, when necessary, or performing non-invasive procedures such as casting and splinting limbs.
- Monitoring ongoing progress and health of patients, and changing treatment plans, as necessary.
- Providing support and advice to patients receiving long-term care.
- Conducting research on defects, diseases, and disorders affecting the musculoskeletal system.



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- Develop SOPs and policies for the orthopedic department.
- Any other duties as directed by the Head of Department.

Minimum Qualifications

- Bachelor of Medicine and Bachelor of Surgery OR MD degree from a recognized institution;
- Master of Medicine in Orthopaedic Surgery (orthopedic and trauma) from a recognized institution
- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover
- Specialist Recognition
- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of medical research and training

Key Skills and Competencies

- Communication skills
- Organizational skills
- Leadership skills
- Observation skills
- Analytical skills
- Compassionate
- Ability to work under pressure

14. RADIOGRAPHERS – KUTRRH/DCSRADIOG/263 - 8 POSTS

Job Description

Reporting to the Senior Radiographer, the Radiographer job exists to provide radiography and imaging services to patients in the hospital and ensure provision of quality and timely radiography and imaging services at KUTRRH.

Duties and Responsibilities

- Provide radiography and imaging services to patient in the radiography and imaging unit of the hospital.
- Collaborate with other radiography and imaging staff in providing radiography and imaging services to patients in the hospital.
- Collaborate with other diagnostic and clinical practitioners in the hospital to offer comprehensive medical care to patients.
- Receive patients referred for imaging services from other medical units and schedule their imaging services in the radiographer unit of the hospital.
- Provide support and collaboration in the provision of radiography services to staff, interns and students in the Radiography unit of the hospital.



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- Implement diagnostic imaging programs and training services to the staff and students undergoing training within the department.
- Carry out training and development to radiography staff in the radiography unit for continuous provision of quality radiography services to patients in the hospital.
- Implement radiation safety policies and guidelines for quality and regulated service delivery.
- Guide and mentor staff, interns and students in the radiography unit of the hospital.

Minimum Qualifications

- Must have a Diploma in Radiography from a recognized institution.
- A Higher Diploma in sonography /Radiography will be an added advantage Registration with the relevant regulatory or professional body if applicable Computer literate.
- At least five years working experience as Radiographer in a reputable hospital.
- Knowledge of relevant legislations.
- Knowledge of professional standards.

Key Skills required

- Communication skills
- Observation skills
- Analytical skills
- Compassionate
- Team player

15. SECURITY MANAGER – KUTRRH/DCSASM/264 – 1 POST

Job Description

Reporting to the Senior Manager Administrative Services, the Security Manager job exists and is responsible for the coordination of security function and operations ensuring that security infrastructure facilities and staff are in place in order to provide security services at KUTRRH.

Duties and Responsibilities

- Plan for security of human and non-human resources for the security function of the hospital.
- Ensure sufficient supply of commodities such as CCTV cameras, alarms, patrol dogs etc, needed in the security function of the hospital.
- Ensure that CCTV cameras and alarms are well installed and properly functioning in the designated areas of the hospital.
- Manage and supervise staff such as security officers, security guards and alarms and CCTV Operators.
- Participate in budgeting and management of resources needed at and allocated to the security unit of the hospital.



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- Participate in the tendering process for security firms to be contracted to provide security services in the hospital.
- Oversee and ensure preparation of periodic work plans for the security unit and ensure that they are appropriately implemented in the hospital.
- Ensure that the security unit provides quality, sufficient and timely security services to patients and staff in the hospital.
- Participate in the recruitment and disciplinary action of staff in the security unit in collaboration with Human Resource Management unit of the hospital.
- Ensure and facilitate acquisition and maintenance of security appliances and machines and facilities of the hospital.
- Ensure proper security and safety services by providing training and development of security staff in the hospital.
- Ensuring that all security vulnerable areas and points of the hospital are properly and sufficiently manned at all times in the hospital.
- Ensure reporting, documenting and investigation of all security incidences, criminal activities, and presentation of reports and the appropriate actions taken in the hospital.
- Work with the law enforcement agencies of the state to handle crime and suspected criminal activities and incidences occurring or reported, and respond to the same whenever they occur in the hospital.
- Work in collaboration with the emergency response agencies such as fire and other disasters for effective disaster response and management in the hospital.
- Ensure continuous training and development of security staff in the hospital in collaboration with human resource management unit of the hospital.
- Advise the management and other stakeholders concerning escalating security concerns, threats and incidences in the hospital.
- Monitor and evaluate the progress, performance and productivity of the security unit of the hospital in order to ensure continuous provision of timely quality and sufficient security services in the hospital, and disseminate the reports appropriately

Minimum Qualifications

- At least seven years' working experience as a security officer in an institution or serving as an Inspector in the National Police Service or a Lieutenant in Kenya Defense Forces.
- Must have held a supervisory role for at least 3 years
- Bachelor's Degree in Criminology, security management or any Social Sciences from a recognized institution;
- Master's degree in Security Management, Business Management or any other relevant qualification from a recognized institution;
- Certificate of good conduct from the National Police Service;

Key Skills and Competencies

- Communication skills
- Leadership skills
- Organizational skills
- Observation skills
- Security sensitive
- Analytical skills



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- Team building skills
- Problems solving skills
- Ability to manage crisis
- Ability to work under pressure

16. CHIEF FINANCE OFFICER – KUTRRH/DFSPCFO/265 – 1 POST

Job Description

Reporting to the Director of Finance Strategy & Planning, the Chief Finance Officer administers, directs and monitors and reports on all hospital financial activities.

Duties and Responsibilities

- 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.



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- 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.
- Fulfills accountability for the hospital by submitting to KUTRRH all appropriate reports and functions as a cooperating member of a great team.
- 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.

Minimum Qualifications

- Served for a minimum period of ten (10) years with at least five (5) years relevant experience in senior management position.
- Bachelor's degree in Commerce (Accounting or Finance option), Business Administration.
- Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance or its equivalent qualification from a recognized institution.
- Certified Public Accountants (K) or its equivalent qualification from a recognized institution.
- Registered with Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent.
- Leadership /management course lasting not less than six (6) weeks.
- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- Demonstrated high degree of professional Competencies and Management capability.

Key Skills and Competencies

- Resource management skills.
- Managing performance and driving for outcomes.
- Establishing strategic directions.
- Visionary/Leading change.
- Building organizational capability.
- Policy development.
- Effective communication skills.
- Policy and strategic implementation.
- Delivery of quality results.
- Risk management.
- Analytical problem solving skills.
- High standards of professional ethics.

17. STRATEGY & PLANNING MANAGER – KUTRRH/DFSPSPM/266 – 1 POST

Job Description



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Reporting to the Director - Finance, Strategy & Planning, the Strategy & Planning Manager will be responsible for technical advice on strategy, planning, strategic monitoring and evaluation, and costing activities at KUTRRH.

Duties and responsibilities:

- Coordination and formulation of the Hospital's Strategic Plan, policies, programmes and guidelines.
- Conduct reviews of strategies, plans and frameworks.
- Oversee key aspects of the strategic planning process.
- Conduct analysis and monitor achievement of the strategic plan.
- Manage, monitor, evaluate and report on the implementation of the hospital's specific programmes, projects and activities.
- Coordinate development of the hospital annual work plans and performance contracts as well as participation in the Programme Performance Reviews (PPR) and sub sector reports for Medium Term Expenditure Framework (MTEF).
- Evaluate the performance of projects and ensure adherence to hospital's strategic plan
- Work with the Monitoring and Evaluation Officer and the research office to make recommendations on strategy, current and future planning.
- Collecting, analyzing, interpreting, summarizing and presenting data for the purpose of planning and policy development or other goals of the organization.
- Mobilizing resources for the institution.
- Support all other directorates/departments within the hospital in relevant areas of planning, budgeting, costing, monitoring and evaluation.

Minimum Qualifications

- A Bachelor's Degree in any of the following disciplines: Economics, Statistics, Public Health or related degree.
- A Master's Degree in any of the following disciplines: Economics, Health Economics, or Statistics from a recognized University.
- At least eight (8) years relevant work experience, three (3) of which should have been in a supervisory role;
- Experience in strategic planning, Government budget making process, performance contracting and costing of health services.
- Experience in developing Planning and performance monitoring plans and tools.
- A certificate in Leadership/Management lasting not less than 4 weeks.
- Proficiency in statistical packages and strong quantitative and qualitative research skills.

Key Skills and Competencies

- Project management skills.
- Ability to multitask.
- Quick decision making skills.
- Excellent interpersonal and communication skills.
- Knowledge of various financial structures.
- Analytical skills.
- Organizational Skills.



18. SENIOR MANAGER ADMINISTRATIVE SERVICES - KUTRRH/DCSASMAS/267 – 1 POST

Job Description

Reporting to the Director Corporate Services & Administration, the Senior Manager Administrative Services will be responsible for the efficient and effective management of support service departments

Duties and Responsibilities

- Formulating, implementing and reviewing of administrative policies, procedures, strategies and guidelines;
- Collecting, collating, analyzing data and preparing reports on office administrative services staff establishment;
- Oversee provision of all support services including catering, Transport, Security, office and ground maintenance and establish and enforce policies and procedures.
- Ensuring security of office records, equipment and documents, including classified materials;
- Ensuring security, integrity and confidentiality of data;
- Establishing and monitoring procedures for record keeping of correspondence and file movements;
- Ensuring adherence to safe work practices and facility modification in compliance with the relevant legislation such as public works policies and health and safety requirements.
- Coordinating preparation of budgets and procurement plans;
- Coordinating safe custody and efficient use of assets;
- Providing of cross-functional administrative services;
- Ensuring effective, efficient allocation and utilization of office space and resources;
- Preparing annual operational plans and budgets for presentation to the board;
- Coordinating interdepartmental activities;
- Monitoring and evaluation of projects;
- Managing quality standards and procedures;
- Coordinating Performance Management and capacity building

Minimum Qualifications

For appointment to this grade, an officer must have:

- Minimum of ten (10) years relevant work experience, five (5) of which should have been in managerial position;
- Bachelor's degree in any of the following Social Sciences; Public Administration, Business Management/Administration or its equivalent qualification from a recognized institution;
- Master's degree in any of the following Social Sciences; Public Administration, Business Administration/Management or its equivalent qualification from a recognized institution;
- Leadership/Management course lasting not less than six (6) weeks from a recognized institution;
- Demonstrated professional Competencies and administrative capability.
- Membership to a relevant professional body.
- Proficiency in computer applications.



Key Skills and Competencies

- Effective communication skills.
- Policy and strategic implementation.
- Risk management.
- Decision-making and problem solving skills.
- High standards of professional ethics.
- Managerial, administrative & supervisory skills.
- Coping with pressure and setbacks.
- Project planning and management.
- Resource management skills.
- Managing performance and driving for outcomes.
- Establishing strategic directions.
- Policy development.

19. CORPORATE COMMUNICATIONS MANAGER - KUTRRH/DCSACCM/268 – 1 POST

Job Description

Reporting to the Deputy Director Corporate Communication and Partnership the job holder will be responsible for the implementation of the communication policy and strategy by delivering a strong public profile for the Hospital as well as proactively managing the Hospital's reputation and communications initiatives, programs and events.

Duties and Responsibilities:

- Formulating and implementing Corporate Affairs Communication Policies;
- Promoting the Corporate image of the Hospital;
- Creating and launching press releases and design campaigns;
- Contacting members of the media to set up interviews with Hospital's representative and get the Hospital featured in the media;
- Driving corporate strategy, message development and maximize media opportunities; vi. Developing delivery and packaging plans for corporate messages;
- Developing internal publications such as newsletters and releases;
- Monitoring performance of Corporate Affairs in ensuring that the Hospital's objectives are met;
- Developing and reviewing Corporate Communication Strategy;
- Maintaining channels of communication at the Hospital;
- Ensuring proper coverage of Hospitals activities;
- Spearheading customer satisfaction surveys;
- Ensuring Corporate Social Responsibility (CSR) programmes and special events for the Hospital
- Develop and oversee departmental work-plans budget and performance management



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Minimum Qualifications and Knowledge

- i. A minimum of eight (8) years relevant work experience, three (3) of which should have been in a supervisory position.
- ii. Bachelor's Degree in any of the following disciplines; Mass Communication, Journalism, International Relations, Public Relations, Human Resources or other relevant and related areas from a recognised institution.
- iii. Master's degree in any of the following disciplines; Mass Communication, Journalism, International Relations, Public Relations, Human Resources or other relevant and related areas from a recognised institution.
- iv. Membership to a relevant professional body.
- v. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer applications.
- vii. Demonstrated professional competencies and administrative capability.

Key Skills and Competencies

- i. Resource management skills.
- ii. Managing performance and driving for outcomes.
- iii. Establishing strategic directions.
- iv. Visionary/Leading change.
- v. Building organizational capability.
- vi. Policy development.
- vii. Effective communication skills.
- viii. Policy and strategic implementation.
- ix. Delivery of quality results.
- x. Risk management.
- xi. Analytical problem-solving skills.
- xii. High standards of professional ethics.

20. MONITORING AND EVALUATION MANAGER – KUTRRH/DSFPMEM/269- 1 POST

Job Description

Reporting to the Director, Finance Strategy and Planning, the Monitoring and Evaluation Manager will be responsible for coordinating all Monitoring & Evaluation related activities and providing constant feedback to the Chairperson of the Board of Management, Technical and Program Teams.

Duties and responsibilities



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- i. Work with the Executive and all Heads of Department to ensure an appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- ii. Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders.
- iii. Identify, prepare, monitoring and evaluation tools for hospital development projects and programs including performance contract targets.
- iv. Work closely with the hospital management board in monitoring the implementation of Strategic Plan, Annual Operational Plan and Performance Contract
- v. Formulate and implement the hospital development plans strategies policies and programmes.
- vi. Establish and manage monitoring and evaluation framework for all programmes and projects in the Hospital.
- vii. Conduct feasibility studies, determining projects viability, periodic progress and setting projects priorities.
- viii. Analyze M&E findings, best practices and lessons learned and the dissemination of same to departments/units.
- ix. Develop a comprehensive baseline data which will form the basis for both formative and summative evaluations.

Minimum Qualifications

- i. A Bachelor's Degree in Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, operation research, survey techniques, Strategy or relevant field from the recognized University.
- ii. A Master's Degree in Economics, Mathematics, Statistics, Monitoring & Evaluation, Demographics techniques, operation research, survey techniques, Strategy or relevant field from the recognized University.
- iii. A minimum period of seven (7) years relevant work experience, three (3) of which must have been in a supervisory capacity.
- iv. Having worked in a hospital setup will be an added advantage
- v. A leadership or management course lasting not less than four (4) weeks.
- vi. Evidence of proficiency and knowledge in Computer Applications and statistical packages.

Key Skills and Competencies

- Excellent communication skills, both written and verbal
- Ability to manage a team effectively
- Excellent negotiation abilities
- Creative thinking
- Good team working skills
- Excellent problem solving skills
- Excellent interpersonal skills
- A good knowledge of web and print-based marketing material
- The ability to manage a team effectively
- Excellent negotiation skills



21. MARKETING OFFICER - KUTRRH/DCSAMO/270 – 1 POST

Job Description

Reporting to the Corporate Communications Manager the Marketing Officer's job exists to coordinate and provide marketing services and activities, and advise the hospital executive on the same.

Duties and Responsibilities

- i. Plan for all the marketing services and the resources required to implement marketing strategies and thus contribute to its overall strategic planning of the hospital.
- ii. Oversee and ensure planning for all marketing programmes designed to create awareness of the hospital and its products and thus attract and retain its customers and clients.
- iii. Coordinate the implementation of the marketing component of hospital strategic plan within its vision, mission and culture and other national and international frameworks.
- iv. Ensure that the marketing section of the hospital has all human and non-human resources required to offer marketing services within and without the hospital.
- v. Coordinate all marketing services and activities and represent the section and its pertinent matters within and without the hospital.
- vi. Ensure the identification of the target hospital clientele and strategies on how to market to them, attract them and create a business relationship with them.
- vii. Oversee and ensure design and publication of marketing strategies, programmes, activities, tools and media to be used in marketing experience within and without the hospital.
- viii. Formulate marketing policies and procedures for the hospital within the framework of the hospital corporate policy and communicate the same to all stakeholders in the hospital.
- ix. Ensure and coordinate continuous market research in order to establish the market needs for the hospital products, design and redesign them as per its needs and in collaboration with the finance section price them competitively and profitably.
- x. Ensure and provide marketing advisory service to the hospital executive and other sections and units, and other stakeholders through the appropriate media.
- xi. Oversee and coordinate monitoring and evaluation of progress and achievement of the marketing section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

Minimum Qualifications and Knowledge

- Bachelor Degree in any of the following fields: Marketing, Commerce (Marketing Option), Business Administration (Marketing Option), Business Studies or any other related and relevant areas from a recognized institution.
- Masters in Marketing, MBA (Marketing) or any other relevant and related areas.
- Minimum five (5) years relevant work experience;
- Member to a relevant professional body;
- Proficiency in computer applications.
- Knowledge of relevant legislations



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- Knowledge of operating procedures
- Knowledge of professional standards

Key Skills and Competencies

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

22. PUBLIC RELATIONS OFFICER – KUTRRH/DCSAPRO/271 – 1 POST

Reporting to the Corporate Communications Manager, the Public Relations Officer's job exists to coordinate and provide public relations services and activities, and advise the hospital executive on the same.

Duties and Responsibilities

- Cover activities, events, programmes and generate articles on the same and distribute them to different stakeholders in the hospital through the appropriate media for education and communication.
- Prepare calendar of events and identify forums for dissemination of relevant information and communication to the relevant stakeholder of the hospital.
- Participate in and contribute in the development of the section's work plan and budget estimates in the hospital.
- Participate in the implementation of the communication strategy and plan through the execution of the section's day to day operations within and without the hospital.
- Ensure that the hospital website, email addresses and social media accounts created, are up and working in collaboration with the webmaster from the information and communication section of the hospital.
- Prepare or read through drafts of content for the hospital website and social media platforms.
- Carry out daily media monitoring to track and report on any articles or newsletters mentioning the hospital or its stakeholders to inform proactive reputational management measures.
- Provide technical and administrative support during the preparation of communication tools including drafting of initial content and design as well as printing the tools for public functions and publicity events within and without the hospital.
- Participate in the preparation and dissemination of the Communications materials about the hospital.
- Update and maintain the hospital's media resource center as instructed.
- Produce multimedia materials on office activities and archive existing content for future reference and use within and without the hospital.



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- Prepare proposals on the appropriate venue for events and exhibitions to showcase the brand and products of the hospital.

Minimum Qualifications and Knowledge

- Bachelor's Degree in any of the following; Public Relations, Mass Communication, Customer Service, or any other relevant area in PR qualifications from a recognized institution;
- Masters degree in Public Relations, Mass Communication or any other relevant and related area;
- Any further qualification such as in Human Resources related field will be an added advantage;
- Minimum five (5) years relevant work experience in a similar organization;
- Knowledge of relevant legislations;
- Knowledge of professional standards;
- Proficiency in computer application.

Key Skills and Competencies

- Strong Interpersonal Skills
- Excellent writing skills
- Customer service skills
- Excellent Negotiation skills
- Photo and Video shooting skills
- Media production skills
- Public relation skills
- Ability to manage crisis

23. GENERAL RECORDS MANAGEMENT OFFICER - KUTRRH/DCSAGRMO/272 – 1 POST

Job Description

Reporting to the Administrator within the Directorate of Corporate Services & Administration, the General Records Management Officer will be responsible for the security and safety of records and documents.

Duties and Responsibilities

- Providing advice on disclosure, confidentiality and exchange of medical records and information;
- Capturing data from service points;
- Storing and retrieving of records and documents;
- Gathering data from different sources/service points;
- Keeping safe custody and confidentiality of records and information;
- Ensuring security of information and files in the Registry;
- Implementing records and information management policies and guidelines;
- Developing data quality audit tools;
- Designing records monitoring and evaluation tools;
- Carrying out records and information filing systems;
- Maintaining safety and confidentiality of records and information;



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- Ensuring mail is received, opened and dispatched and related registers are maintained;
- Initiating appraisal and disposal of records in collaboration with the National Archives and Documentation Services.

Minimum Qualifications and Knowledge

For appointment to this grade, a candidate must have:

- Bachelor's Degree in Information Science, Records Management or its equivalent qualification from a recognized institution.
- Minimum of five (5) years relevant work experience within the Public Service Sector.
- Proficiency in computer applications.

Key Skills and Competencies

- Effective communication skills.
- Supervisory skills.
- Good time management.
- Decision-making and problem-solving skills.
- Target setting.
- High standards of professional ethics.
- Responsive, prompt and effective provision of services.
- Team player.
- Excellent interpersonal skills.
- Attention to detail

24. RESEARCH OFFICERS - KUTRRH/DTRIRO/273 - 2 POSTS

Reporting to the Research Manager, the Job holder will be responsible for developing research protocols, carrying out research and its dissemination through publications and other wider scientific activities.

Duties and Responsibilities

- Coordinate research projects from the early planning stages to project completion.
- Develop research work plans according to project needs.
- Develop grant proposals and assist in grant completion and submission processes.
- Data collection and computation
- Support in monitoring and evaluating research projects.
- Coordinating and handling the master files for clinical research being done in the hospital.
- Review gathered research and analyze various sets of data. Interpret data and write reports.
- Verify that information on databases remains secure, as well as ensure that all team members complete their tasks and work cooperatively with the team.
- Contribute to strategic development and planning
- Provide significant assistance in preparing documentation (for things such as ethics applications, training materials, research and conference papers), including undertaking literature reviews and data analysis



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- Support the development and implementation of the annual research budget including the award of research grants and scholarships
- Analyze and resolve research issues in a timely and accurate manner.
- Work with and control sensitive, confidential information.
- Any other assigned duties.

Minimum Qualifications and Experience

- Bachelor's degree in any of the following fields: Social Sciences, Applied Sciences, Public Health, Statistics, Health Economics, Social Science, or any other related and relevant areas from a recognized institution;
- Masters Degree in Basic, Applied or Social Sciences.
- At least five (5) years' experience in conducting research;
- Research experience in a health-related institution, project management and knowledge in statistical computer software programs will be added advantage.
- Qualifications in Research Methods, Statistics, Qualitative and Quantitative Research methods will be an added advantage.

Key Skills and Competencies

- Research /investigation Skills
- Technical Report writing skills
- Presentation skills
- Resource Mobilization and Proposal writing skills
- Training and capacity building skills
- Financial literacy
- Project Management Skills

25. INNOVATION OFFICERS – KUTRRH/DTRIRO/274 -2 POSTS

Reporting to Manager in charge of Innovation, the Innovation Officer will participate in the development of new ideas and innovative strategies for product development, marketing, branding and technology transfer.

Duties and Responsibilities

- Help in setting up the Innovation Hub.
- Adaptive with flexibility to change.
- Work with and control sensitive, confidential information.
- Collection, evaluation and selection of ideas from a wide variety of sources.
- Possess Legal knowledge of patents
- Strategizes with product development teams to transform general ideas into workable solutions.
- Analyzes existing practices to isolate areas suitable for improvement or enhancement.
- Encourages creative thinking in employees and finds ways to nurture innovative thinking across all areas of the Hospital.
- Monitors research and development of other organizations to spot trends in innovation and supplement research findings in the Hospital.



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Minimum Qualifications

- Bachelor's degree in entrepreneurship, business related degree or any related area field related degree from a recognized university.
- Masters degree in Entrepreneurship, MBA (Entrepreneurship) or in an innovation related and relevant area.
- At least five (5) years relevant post qualification work experience in an innovation field.
- A background in marketing, research and development, product development, or strategy is recommended.
- Possess technical skills to develop solutions.

Key Skills and Competencies

- Communication skills
- Innovative mind
- Observation skills
- Analytical skills

26. LEGAL OFFICER – KUTRRH/LEGO/275– 1 POST

Job Description

Reporting to the Corporation Secretary and Head of Legal Services, the Legal Officer will be responsible for providing legal advice to the institution for it to make informed legal decisions, preparing, vetting and reviewing of legal contracts, legal instruments, and all legal documents relating to the institution's activities.

Duties and Responsibilities

- i. Assist in ensuring compliance with the statutory requirements.
- ii. Assist in conducting legal research.
- iii. Assist in preparation of contracts and agreements and offer advice on the terms and conditions on the same to the management and the relevant departments on the best approach to safeguard their interests.
- iv. Assist in reviewing and documenting information relevant to a case including generating pre-trial preparation documents.
- v. Preparing legal briefs and legal opinions under the direction of the head of legal services.
- vi. Negotiating, drafting and reviewing legal documents and contracts.
- vii. Reviewing ongoing cases and advising management accordingly.
- viii. Reviewing contracts, agreements and internal policies and ensuring that they are in compliance with statutory or legal requirements.
- ix. Assist in maintaining and updating information on new developments in law.
- x. Carry out any other duties generally as may be directed by the Corporation Secretary from time to time.

Minimum Qualifications

- i. Bachelor of Laws (LLB) degree from a recognized institution and a Diploma in Law from Kenya School of Law
- ii. Advocate of the High Court of Kenya.
- iii. Previous relevant work and at least four (4) years post admission experience.



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- iv. Possession of a current Practicing Certificate.
- v. Proficiency in computer applications.
- vi. Fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Skills and Competencies

- i. Strong communication and reporting skills
- ii. Interpersonal and negotiation skills
- iii. Integrity
- iv. Team player

All the positions listed above will be on Permanent and Pensionable Terms of Service. If your background and competencies match the specifications of any of the posts above, please apply online via: www.kutrrh.go.ke/careers OR send hard copies of your *Application Letter, Curriculum Vitae and Filled Application Form ONLY* to the address below:

**The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya**

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you have to attach the *Application Letter, Curriculum Vitae and Filled Application Form* when you apply online via the portal.

The deadline for the receipt of all applications is **15th June 2020**

Only shortlisted candidates will be contacted.

All shortlisted candidates must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for University graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Please take note that all communication to potential candidates is specifically through official emails/ phone



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Any form of canvassing will lead to immediate disqualification.

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