



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)
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JOB DESCRIPTIONS FOR VACANT POSITIONS IN KUTRRH ON FULL TIME BASIS

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a leading National Referral Hospital with a Vision of be a premier hospital renowned for Clinical Excellence, Education and Research. The hospital seeks to attract qualified and experienced expertise in the following listed specialized areas. These positions will be on **full time basis**: -

1. GYNAECOLOGICAL ONCOLOGIST - KUTRRH/DCSGONCO/319 – 1 POST

Job Description

The Gynecological Oncologist job exists to coordinate and provide specialized Gynecological Oncology services, research and training in the hospital.

Duties and Responsibilities

- i. Participate in the planning for gynecological oncology services and resources required.
- ii. Act as contact person for the gynecologic oncology unit and its referral services, research and training matters.
- iii. Coordinate and provide gynecological oncology services in the oncology unit of the hospital ensuring that the services meet international standards.
- iv. Actively participate in the research and academic services related to gynecological oncology.
- v. Offer specialized gynecological oncology services advice to the hospital executive and other sections/units within the hospital.
- vi. Work with other medical specialties to solve single or multiple gynecological issues when called upon.
- vii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Obstetrics and Gynecology from a recognized institution.
- iii. Fellowship in gynecological oncology from a recognized institution.
- iv. Experience in laparoscopic gynecologic oncology.
- v. Registration with the Kenya Medical Practitioners and Dentists Council.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Recognition as a specialist by the KMPDC.
- ix. Proficiency in computer applications.



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Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Supervisory skills
- vi. Compassionate

2. ENT SPECIALIST - KUTRRH/DCSENTS/320 – 1 POST

Job Description

The ENT Consultant's job exists to provide Specialized Medical ENT services, research and training in the hospital.

Duties and Responsibilities

- i. Treating conditions of the ears, upper pharynx and oral cavity, larynx, nose, face and neck.
- ii. Treating nosebleeds, tonsillectomies, adenoidectomies, infected mastoids and sinusitis.
- iii. Assisting patients with a limited or altered sense of smell.
- iv. Treating patients with tumors in the head or neck or patients with a defect in the ear, nose, or throat.
- v. Collaborating with other medical practitioners.
- vi. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in ENT Surgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as ENT Surgeon in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational



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- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

3. CLINICAL PATHOLOGIST - KUTRRH/DCSCPATH/321 – 1 POST

Job Description

The Clinical Pathologist coordinates and provides specialized clinical pathology services, coordinates clinical pathology, research and training in the hospital.

Duties and Responsibilities

- i. Perform and report bone marrow aspirates and trephine biopsy, report and interpret peripheral blood films.
- ii. Reporting and interpretation of specialized tests in hematology e.g. flow cytometry.
- iii. Management of quality processes in chemical pathology.
- iv. Interpretation of culture and sensitivity results and annual antibiogram data.
- v. Coordinate and provide laboratory services and service delivery in the laboratory unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- vi. Supervise laboratory staff together with their services, in the laboratory unit of the hospital to ensure that they offer timely laboratory services within the expected standards, complying with the established ethics and regulations in the hospital.
- vii. Ensure and coordinate continuous training and development of pathology staff for their effective and efficient performance and productivity in the hospital.
- viii. Coordinate and provide laboratory research and training within the hospital.
- ix. Monitor and evaluate progress and achievement of the laboratory unit and services, research and training programs in the hospital.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Pathology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.



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viii. At least 3 years' experience as a Clinical Pathologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

4. CLINICAL PHARMACIST (CRITICAL CARE) - KUTRRH/DCSCPCC/322 – 1 POST

Job Description

The Critical Care Clinical Pharmacist's job exists to coordinate and provide specialized clinical pharmacist services, research and training the hospital.

Duties and Responsibilities

- i. Attend doctors' rounds in Intensive Care Unit, High Dependency Unit and medical ward consulting with the physicians and other health care providers in selecting the medication therapy that best meets the patient's needs and contributes effectively to the overall therapy goals.
- ii. Conduct medication reviews and develop effective medication plans that minimize the risk of adverse side-effects.
- iii. To offer drug information to consultants, physicians, nurses, and other health care providers of the hospital.
- iv. To participate in the review and update of the KUTRRH Formulary to enable optimal drug usage.
- v. To serve as an active member and to give professional advice to the Antibiotic Stewardship, Medicines and Therapeutic, Infection Control, and other Advisory Committees as appropriate.
- vi. Develop clinical pharmacy practice programs according to policies and regulations.
- vii. Conduct regular clinical audits and other improvement activities.
- viii. Prevent, detect, resolve and document medication errors and make appropriate evidence-based, patient-centered medication therapy recommendations as part of the interdisciplinary team.
- ix. Participating in departmental education activities.
- x. Any other duties that may be assigned by the Head of the Department.



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Minimum Qualifications and Experience

- i. Bachelor of Pharmacy from a recognized institution.
- ii. Master's Degree in Clinical Pharmacy, specialized in Critical Care from a recognized institution.
- iii. Registered with the Pharmacy & Poisons Board.
- iv. Valid practice license.
- v. Professional Insurance indemnity cover.
- vi. Proficiency in computer applications
- vii. Experience with an online prescription system is an added advantage.
- viii. Ability to organize workload and identify priorities appropriately.
- ix. At least 3 years working experience as a Clinical Pharmacist (Critical Care) in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

5. CLINICAL PHARMACIST (ONCOLOGY) - KUTRRH/DCSCPONCO/323 – 1 POST

Job Description

The Oncology Clinical Pharmacist's job exists to coordinate and provide specialized clinical pharmacist services, research and training in the hospital.

Duties and Responsibilities

- i. Attend doctors' rounds in Oncology ward consulting with the Oncologists and other health care providers in selecting the medication therapy that best meets the patient's needs and contributes effectively to the overall therapy goals.
- ii. Ensure safety in compounding, preparing, and dispensing chemotherapy preparations.
- iii. Developing supportive care guidelines for the management of chemotherapy-induced nausea and vomiting, myelosuppression, infusion and hypersensitivity reactions.
- iv. Conduct medication reviews and develop effective medication plans that minimize the risk of adverse side-effects.



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- v. To offer drug information to consultants, physicians, nurses, and other health care providers of the hospital.
- vi. To participate in the review and update of the KUTRRH Formulary to enable optimal drug usage.
- vii. To serve as an active member and to give professional advice to the Antibiotic Stewardship, Medicines and Therapeutic, Infection Control, and other Advisory Committees as appropriate.
- viii. Develop clinical pharmacy practice programs according to policies and regulations.
- ix. Conduct regular clinical audits and other improvement activities.
- x. Prevent, detect, resolve and document medication errors and make appropriate evidence-based, patient-centered medication therapy recommendations as part of the interdisciplinary team.
- xi. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Pharmacy from a recognized institution.
- ii. Master's Degree in Clinical Pharmacy, specialized in Oncology from a recognized institution.
- iii. Registered with the Pharmacy & Poisons Board.
- iv. Valid practice license.
- v. Professional Insurance indemnity cover.
- vi. Proficiency in computer applications.
- vii. Experience with an online prescription system is an added advantage.
- viii. Ability to organize workload and identify priorities appropriately.
- ix. At least 3 years working experience as a Clinical Pharmacist (Oncology) in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player



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6. MEDICAL ONCOLOGIST - KUTRRH/DCSMONCO/284 – 1 POST

Job Description

The Medical Oncologist job exists to coordinate and provide specialized medical oncology services, research and training in the hospital.

Duties and Responsibilities

- i. Plan for all medical oncology services and resources required in the oncology unit and participate in and contribute to the overall strategic planning of the hospital.
- ii. 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.
- iii. Coordinate and provide medical oncology services and service delivery in the oncology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- iv. Coordinate medical 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.
- v. Supervise medical 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.
- vi. Coordinate and provide medical oncology research and training within the hospital.
- vii. Offer specialized medical oncology services advice to the hospital executive and other sections/units and the general public in the appropriate media.
- viii. Work with other medical specialties to solve single or multiple medical issue(s) when required in the hospital.
- ix. Monitor and evaluate progress and achievement of the oncology unit and services, research and training programs in the hospital, prepare and disseminate periodic reports appropriately.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Medical Oncology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.



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- vii. Proficiency in computer applications.
- viii. At least 3 years' working experience as a Medical Oncologist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

7. CARDIOLOGISTS – DCSC/KUTRRH/8 – 2 POSTS

Job Description

The Cardiologist's job exists to diagnose and treat heart disease, disorders and injury of cardiovascular system, carry out cardiology research and training in the hospital.

Duties and Responsibilities

- i. Review medical history and records of cardiovascular patients in order to understand their medical conditions better and diagnose their diseases properly in the cardiovascular unit of the hospital.
- ii. Conduct physical examination relative to patients' medical history, to evaluate a patient's current heart vessels conditions and identify the current or potential heart problems in the hospital.
- iii. Conduct tests for a more precise diagnosis so as to identify any abnormalities, congenital heart defects, or heart and coronary artery conditions that they find in the hospital.
- iv. Refer cardiovascular patients for further diagnosis, if need be, by other medical specialists such as the ECG Technicians and radiologists in the hospital.
- v. Review and interpret the laboratory or radiology test results, review cardiovascular medical reports and decide on the best treatment or therapy option in the hospital.
- vi. Explain to cardiovascular patients of risk factors that could possibly be damaging the heart, such as obesity, a sedentary lifestyle, smoking, poor eating habits, or a family history of heart diseases in the hospital.
- vii. Collaborate with other medical specialists in treating and managing patients with complex medical condition that involve cardiovascular illnesses in the hospital.
- viii. Promote heart health and provide rehabilitation to those who have undergone cardiovascular surgery or other heart treatments in the cardiology unit of the hospital.



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- ix. Provide specialized cardiovascular advisory service to the hospital and public through the appropriate media.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Masters of Medicine in Cardiology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years working experience as a Cardiologist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

8. HEAD, INTEGRATED MOLECULAR IMAGING CENTRE - KUTRRH/DCSHMIC/324 – 1 POST

Job Description

The Head, Integrated Molecular Imaging Centre (MIC) the job exists to manage and oversee clinical services at the IMIC.

Duties and Responsibilities

- i. Administrative Head of the Integrated Molecular Imaging Centre.
- ii. Coordination of daily operations within the facility to articulate the strategic vision of the Hospital.
- iii. Alignment the Hospital objectives with the organizational goals.
- iv. Develop and implement actionable strategies to help team members achieve set targets.



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- v. Identifying staff training needs to make sure the IMIC team is updated on emerging trends.
- vi. Responsible for quality patient care and patient safety at the facility.
- vii. Overall responsibility to ensure quality and regulatory compliance in all aspects of the activities undertaken at the facility.
- viii. Ensuring adherence to clinical and operational protocols, ensuring continuous training and development of staff.
- ix. To ensure business development and sustainability is carried out in an ethical manner.
- x. To liaise and ensure collaborations with other departments in the Hospital and other Nuclear Medicine facilities outside the Hospital.
- xi. Coordinate training, research and innovation activities in the Integrated Molecular Imaging Centre.
- xii. Any other duties that may be assigned by the supervisor.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery, Pharmacy, Engineering, Medical Physics or other relevant Medical or Engineering Specialty from a recognized institution.
- ii. Masters in Nuclear Medicine, Radio-Pharmacy, Nuclear Physics or any other relevant Master's degree.
- iii. Certificate in Post qualification training in Management.
- iv. Proficiency in computer applications.
- v. Registration with the relevant professional body.
- vi. Valid Practice License.
- vii. At least eight (8) years working experience, three (3) of which should have been in a senior position in a reputable hospital.

Soft Skills Required

- i. Leadership skills
- ii. Time Management skills
- iii. Communication skills
- iv. Organizational skills
- v. Analytical skills
- vi. Compassionate skills
- vii. Team player



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9. DENTIST - KUTRRH/DCSDENT/325 – 1 POST

Job Description

The Dentist's job exists to coordinate and provide dentistry services, research and training in the hospital.

Duties and Responsibilities

- i. Meeting with patients to discuss and treat dental concerns, performing regular cleanings and other preventative procedures, and establish a plan for better dental hygiene.
- ii. Performing dental procedures, such as extractions, root canals, and filling cavities.
- iii. Correcting bite issues and overcrowding of teeth.
- iv. Applying helpful agents to teeth, such as sealants or whiteners.
- v. Prescribing medications for dental problems, such as pain medications or antibiotics.
- vi. Giving clients sedatives or anesthesia prior to administering treatments.
- vii. Using tools, such as drills, probes, brushes, or mirrors, to examine and treat teeth and mouth.
- viii. Keeping records relating to the oral health of patients and the treatments given to them.
- ix. Involvement in training and research on Dental issues in tertiary care.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Dental Surgery from a recognized institution.
- ii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iii. Valid Practice License.
- iv. Professional Insurance Indemnity Cover.
- v. Proficiency in computer applications.
- vi. At least three years of working experience as a Dentist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player



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10. CARDIAC TECHNOLOGISTS /ECHO CARDIOGRAPHERS - KUTRRH/DCSECARD/326 – 2 POSTS

Job Description

The job exists to coordinate and provide echocardiography and cardiac technician services in the hospital.

Duties and Responsibilities

- i. Proper patient preparation including detailed explanation of the respective test.
- ii. Performing echocardiogram study in and outpatient according to American Society of Echocardiography (ASE) guidelines.
- iii. Write echocardiogram reports to be countersigned by the cardiologist.
- iv. Assist cardiologist in performing specialized studies such as Trans Esophageal Echo (T.E.E), dobutamine stress echo and exercise stress Echo.
- v. Connect patients to 24/48hr holter monitor and disconnect them upon completion of the monitoring period.
- vi. Connect and Perform exercise stress test (EST) on patients.
- vii. Analyze and report on holter monitor recordings for the physician to review.
- viii. Ensure timely dispatch of echo and holter monitor reports to patients or referring physicians.
- ix. Collaborate with biomedical engineers to ensure prompt maintenance of equipment.
- x. Maintain accurate records of tests carried out by ensuring correct data entry on computer, report forms as well as in the registers.
- xi. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Diploma in Cardiac Technology and other relevant and related field.
- ii. Minimum training of 6 months in Cardiac Ultrasound/Echo-Cardiography.
- iii. Registration with the relevant professional body.
- iv. Valid Practice License.
- v. Training in nursing and clinical medicine will be an added advantage.
- vi. Proficiency in computer applications.
- vii. At least 3 years' experience in a busy cardiology center.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills



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- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

11. EMERGENCY MEDICINE SPECIALIST - KUTRRH/DCSEMS/327 – 1 POST

Job Description

The Emergency Medicine Specialist job exists to coordinate and provide emergency medical services, research and training and advise the hospital.

Duties and Responsibilities

- i. Assess patients that enter the emergency room immediately and oversee emergency patient's recovery.
- ii. Conduct follow-up visits to monitor the patient's condition.
- iii. Request the appropriate medical tests and based on them, follow a treatment plan.
- iv. Develop effective patient care plans.
- v. Refer patients to the appropriate specialists.
- vi. Ensure that patients are stable before transferring them to the proper department for further evaluation.
- vii. Provide instructions for discharge and any relevant paperwork.
- viii. Maintain the patient's medical records.
- ix. Coordinate with different ER departments to ensure patients receive the necessary treatment.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Post graduate qualification in Emergency Medicine from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as Emergency Medicine Specialist in a reputable hospital.



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Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

12. GENERAL PHYSICIAN - KUTRRH/DCSGP/328 – 1 POST

Job Description

The General Physician's job exists to coordinate and provide specialized general medical services, general medical research and training in the hospital.

Duties and Responsibilities

- i. Plan for general medical services and resources in the internal medicine unit of the hospital.
- ii. Provide specialized medical services and service delivery in the internal medicine unit of the hospital, ensuring that they meet the expected standards of quality, quantity and compliance.
- iii. Coordinate internal medicine referral services within and without the hospital according to the specialized medical services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- iv. Provide medical research and training within the internal medicine unit of the hospital as well as ensure collaboration and cooperation with Internal Medicine unit of the hospital.
- v. Offer specialized internal medical services' advice to the hospital executive and other sections/units and the general public.
- vi. Work with other medical specialists to solve single or multiple medical issue (s) or perform extensive surgery, when required in the hospital.
- vii. Prepare and disseminate periodic reports appropriately.
- viii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in (Internal Medicine) from a recognized institution.



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- iii. Registration with the Kenya Medical Practitioners and Dentists Council KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as a Physician in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

13. INFECTIOUS DISEASE SPECIALIST - KUTRRH/DCSIDS/329 – 1 POST

Job Description

The Infectious Disease Specialist job exists to coordinate and provide Infectious Disease Specialist services, research and training in the hospital.

Duties and Responsibilities

- i. Reviewing patient information of referrals from other medical professionals.
- ii. Running diagnostic tests on patients with unidentified or drug resistant infections.
- iii. Analyzing test results to create a viable treatment plan for patients.
- iv. Consulting with other medical professional about difficult infection cases.
- v. Providing treatment regimens that are tailored to specific patient and population needs.
- vi. Observing protocols in other healthcare facilities to identify possible contagion hazards.
- vii. Reviewing population studies on infection spread and providing education to reduce risks.
- viii. Assist in creating relevant infectious disease polices.
- ix. Training other staff on infectious diseases and how best to manage them.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelors' Degree in a Medicine and Surgery from a recognized institution.



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- ii. Masters or Postgraduate Certification in Infectious Diseases from a recognized Institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as Infectious Disease Specialist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

14. MAXILLOFACIAL SURGEON - KUTRRH/DCSMAXS/330 – 1 POST

Job Description

The Maxillofacial Surgeon job exists to coordinate and provide specialized dental services, research and training in the hospital.

Duties and Responsibilities

- i. Consulting with patients and analyzing patient data to determine patient needs and treatment goals.
- ii. Collaborating with other specialists, such as restorative dentists and orthodontists, to plan treatments.
- iii. Recording patient care by maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results.
- iv. Administering general and local anesthetics, when necessary.
- v. Performing surgical procedures to extract impacted or damaged teeth, place dental implants, and remove tumors and other abnormal growths of the oral and/or facial regions.
- vi. Prescribing medication to improve recovery and control pain after procedures.
- vii. Treating infections of the oral cavity, salivary glands, jaw, face, and neck.
- viii. Providing emergency treatment of orofacial injuries including facial lacerations, intraoral lacerations, and fractured facial bones.



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- ix. Performing minor cosmetic procedures, such as chin and cheekbone enhancements.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Dental Surgery from a recognized institution.
- ii. Master of Medicine in Dental and Maxillofacial Surgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Valid Practice License.
- v. Professional Insurance Indemnity Cover.
- vi. Recognition as a specialist by the KMPDC.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as Oral and Maxillofacial Surgery Specialist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

15. NEPHROLOGIST - KUTRRH/DCSNEPH/331 – 1 POST

Job Description

The Nephrologist's job exists to coordinate and provide specialized renal care services, research and training in the hospital.

Duties and Responsibilities

- i. Review and establish care plans for patients with renal diseases and disorders
- ii. Run ambulatory nephrology services including clinics
- iii. Review critical nephrology patients in the wards and critical care units
- iv. Collaborate with other medical specialists in providing multispecialty care to patients with complex medical and/ or surgical needs
- v. Provide nephrology research and training within the hospital
- vi. Guide and mentor students, interns and other medical staff in nephrology
- vii. Coordinate nephrology referral services within and without the hospital



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viii. Any other duties that may be assigned by head of department

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine from a recognized institution.
- iii. A sub-specialty in Nephrology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Recognition as a specialist by the KMPDC.
- viii. Proficiency in computer applications.
- ix. At least three years of working experience as Nephrologist Specialist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

16. OPHTHALMOLOGIST - KUTRRH/DCSOPHTH/332 – 1 POST

Job Description

The Ophthalmologist's job exists to coordinate and provide specialized Ophthalmology services, research and training in the hospital.

Duties and Responsibilities

- i. Providing routine care such as vision testing and prescribing glasses and contact lenses.
- ii. Performing corrective surgeries, such as repairing injuries and corneas, and removing cataracts.
- iii. Performing advanced surgical procedures, such as keyhole or laser surgery.
- iv. Diagnosing and treating eye diseases and injuries.
- v. Managing emergency eye clinics, outpatient clinics, or other specialist eye clinics.
- vi. Treating medical disorders that affect the vision through a holistic approach.
- vii. Using therapeutic procedures and performing biopsies.



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- viii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Ophthalmology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Valid Practice License.
- v. Professional Insurance Indemnity Cover.
- vi. Recognition as a specialist by the KMPDC.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as Ophthalmology Specialist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

17. PALLIATIVE PHYSICIAN - KUTRRH/DCSPP/333 – 1 POST

Job Description

The Palliative Physician's job exists to coordinate and provide specialized Palliative services, research and training and in the hospital.

Duties and Responsibilities

- i. Determine and institute the right Standards of medical care for Oncology and other terminal patients.
- ii. Determine the eligibility and ineligibility of referred patients for palliative care.
- iii. Disease management and pain and symptom management of Oncology and terminal patients.
- iv. Direct medical care to terminal care/Hospice care patients.
- v. Build strong physician-to-physician relationships and provide leadership in palliative patient care in the Hospital.
- vi. Provide Clinical and public education regarding palliative care.
- vii. Guidance to hospice NP or nurse as they provide direct patient care.



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viii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine from a recognized institution.
- iii. Sub-specialization in Palliative Medicine.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Recognition as a specialist by the KMPDC.
- viii. Proficiency in computer applications.
- ix. At least three years working experience as Internal Medicine Specialist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

18. PEDIATRICIANS – KUTRRH/DCSPED/334 – 2 POSTS

Job Description

The Pediatrician's job exists to coordinate and provide pediatrics services, research and training in the hospital.

Duties and Responsibilities

- i. Conduct regular thorough examinations on newborns and young children to check and record their health and normal physical development.
- ii. Examine sick children to determine their condition and ask intuitive questions to gather information about symptoms.
- iii. Prescribe and interpret appropriate lab tests to gain more information for possible infections or abnormalities
- iv. Prepare and administer vaccines according to the governmental vaccination plan
- v. Examine and treat injuries and refer the little patients to physicians of other disciplines when necessary (e.g. surgeons, ophthalmologists, orthopedists etc.)



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- vi. Advise parents on children's diet, exercise and disease preventive measures.
- vii. Keep updated records of patients' illnesses, surgeries or other medical episodes (allergic shocks, injuries etc.)
- viii. Keep abreast of advancements in pediatrics and best practices by attending seminars and conferences.
- ix. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master's degree in Pediatrics and Child Health.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as a Pediatrician in a reputable hospital.

Soft Skills Required

- i. Active listening skills
- ii. Communication skills
- iii. Patience
- iv. Observational skills
- v. Analytical skills
- vi. Compassionate skills
- vii. Team player

19. PULMONOLOGISTS - KUTRRH/DCSPUL/335 – 2 POSTS

Job Description

The Chest Physician-Pulmonologist's job exists to coordinate and provide specialized Chest Pulmonology services, research and training in the hospital.

Duties and Responsibilities

- i. Demonstrates knowledge of etiologies, risk factors, pathophysiology, presentation and epidemiology of chest medical conditions.



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- ii. Performs history and physical assessments of patients that are accurate, complete, concise, relevant and appropriate for age, gender and clinical problem.
- iii. Orders appropriate diagnostic studies and correctly interprets the results.
- iv. Utilizes critical thinking to synthesize and analyze collected data for chest related conditions.
- v. Develops, implements, evaluates and alters the plan of care as needed.
- vi. Manages pulmonology-related medical conditions based on knowledge of the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
- vii. Demonstrates proficiency in procedural skills pertinent to pulmonology area.
- viii. Facilitates consistent, coordinated care and clear communication among all members of the healthcare team.
- ix. Incorporates the patient and family in care planning and treatment across settings.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelors' Degree in a related field from a recognized institution.
- ii. Master's Degree Internal Medicine in a related field will be an added advantage.
- iii. Sub-specialization in Chest/Pulmonology.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Recognition as a specialist by the KMPDC.
- viii. Proficiency in computer applications.
- ix. At least three years of working experience as a Pulmonologist Specialist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

20. TRAUMA & ORTHOPEDIC SURGEONS - KUTRRH/DCSTORTHS/336 – 2 POSTS



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Job Description

The Trauma & Orthopedic Surgeon's job exists to coordinate and provide specialized trauma/orthopedic services, research and training in the hospital.

Duties and Responsibilities

- i. Provide orthopedic surgical services and services delivery in the orthopedic surgery unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- ii. Coordinate orthopedic surgery referral services within and without the hospital according to the orthopedic surgery services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- iii. Offer timely orthopedic services within the expected standards, complying with the established ethics and regulations in the hospital.
- iv. Provide medical research and training within the orthopedic unit of the hospital.
- v. Provide specialized orthopedic surgery services' advice to the hospital executive and other sections/units in the appropriate media.
- vi. Work with other medical specialists to solve single or multiple medical issue (s) or perform extensive surgery, as required by patients in the hospital.
- vii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Orthopedic Surgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least three years of working experience as an Orthopedic Surgeon in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational



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- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

21. SENIOR PUBLIC HEALTH OFFICER - KUTRRH/DCSCPHO/337 – 1 POST

Job Description

The Senior Public Health Officer job exists to coordinate and provide public health services in the hospital.

Duties and Responsibilities

- i. Planning, organizing, directing and controlling public health activities.
- ii. Providing public health services in conjunction with other relevant departments.
- iii. Developing and implementing training curriculum.
- iv. Collection of water and food samples.
- v. Ensuring disaster preparedness and response.
- vi. Implementing environmental health programs and projects.
- vii. Supervising water and food samples collection for bacteriological and chemical analysis.
- viii. Implementing integrated public health strategies.
- ix. Carrying out disease surveillance, prevention and control.
- x. Any other duties that may be assigned by the head of the department.

Minimum Qualifications and Experience

- i. Bachelors' Degree in Environmental Health Sciences or Public Health from a recognized institution.
- ii. Certificate of Competence from the Association of Public Health Officers Registration with the Public Health Officers and Technicians Council.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. At least three years of working experience as Public Health Officer in a reputable hospital.

Soft Skills Required

- i. Communication skills



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- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Team player

22. INCINERATOR OPERATORS - KUTRRH/DCSINCO/338 – 2 POSTS

Job Description

The Incinerator Operator will be responsible for the operation and monitoring of the incinerator.

Duties and Responsibilities

- i. Carrying out the operations of the incinerator as per the standard operating procedures. This shall involve following up the set procedures of plant start up and running of the same as well as charging and recharging of the waste as well as discharging of the ash.
- ii. Monitoring the incinerator key parameters like temperatures, cooling water levels, pumps status to ensure that the incinerator is operating at its optimal conditions safely.
- iii. Preparing report on daily activities at the plant, including weights of each charge, time intervals of each charge, total daily weights etc. This shall form the inputs to the weekly and monthly reports.
- iv. Carrying out the daily and weekly plant checks using the requisite checklists.
- v. Carrying out breakdown and scheduled preventive maintenance activities on the plant and its auxiliaries and giving reports.
- vi. Maintaining the cleanliness of the plants.
- vii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Certificate in electrical or mechanical engineering or an equivalent qualification from a recognized institution in Kenya.
- ii. Must be knowledgeable and experienced in pyrolytic type of incinerator with a minimum of 5 years' particular experience.
- iii. Experience in diesel fired burners.
- iv. Must be conversant with temperature-based control systems of incinerators.



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- v. Proficiency in computer applications.
- vi. Have passed the suitability test for plant operators.
- vii. Training in plant mechanics will be an added advantage.
- viii. Attended a First Aid Certificate Course lasting not less than one (1) week from St John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution in Kenya.
- ix. Be able to operate at least two (2) plants.

Soft Skills Required

- i. Effective communication skills.
- ii. High standard of professional ethics.
- iii. Response, prompt and effective provision of services.
- iv. Ability to work under pressure.
- v. Good time management.
- vi. Team player.
- vii. Excellent interpersonal skills.

23. GRANTS WRITING/RESOURCE MOBILIZATION SPECIALIST - KUTRRH/DTRIRMS/339 – 1 POST

Job Description

The position of Grants Writing/Resource Mobilization Specialist exist to provide oversight and coordination of resource mobilization and grants proposal writing in the hospital.

Duties and Responsibilities

- i. Resource Mobilization, grant proposal writing and development.
- ii. Formulate policy on resource mobilization, grant proposal writing and development.
- iii. Identify and explore opportunities for partnerships in the hospital's strategic areas from various partners.
- iv. Coordinate and implement resource mobilization and grant proposal writing strategies to achieve overall fund-raising targets.
- v. Review concept notes and proposals for donor funding.
- vi. Provide effective coordination of the working groups for proposal development with representatives from key departments within the hospital.
- vii. Planning, budgeting and reporting guidelines & templates for partners to align their support with hospital priority areas.
- viii. Preparing periodic reports as required.



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- ix. Any other duties that may be assigned by the Supervisor.

Minimum Qualifications and Experience

- i. Bachelor's degree in social sciences, humanities, development studies, or any relevant and related qualification from a recognized institution.
- ii. Master's degree in social sciences, humanities, development studies, or any relevant and related qualification from a recognized institution.
- iii. Proficiency in computer applications.
- iv. Proven grant proposal writing skills and evidence of successful resource mobilization initiatives
- v. Proven project management experience.
- vi. Minimum of 8 years of experience with a proven track record of resource mobilization, grant proposal writing or partnerships and stakeholder networks 3 of which were at a senior level.
- vii. PhD will be an added advantage.

Soft Skills Required

- i. Analytical skills
- ii. Team player
- iii. Good communication skills
- iv. Resource Mobilization and Proposal writing skills
- v. Financial literacy
- vi. Project Management Skills
- vii. Leadership and supervisory skills

24. PATIENT PORTERS - KUTRRH/DCSPPORT/340 – 4 POSTS

Job Description

Reporting to the Health Administrator, the Patient Porters' job exists to coordinate and provide patient porter services, in the hospital.

Duties and Responsibilities

- i. Moving hospital furniture and electrical equipment.
- ii. Transporting clinical waste and dangerous materials.
- iii. Taking patients from their ward to consultations and back again
- iv. Taking supplies to wards.
- v. Distributing post throughout the hospital.



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- vi. Delivering patients' notes to the correct place at the correct time.
- vii. Taking samples to laboratories.
- viii. Moving specialist apparatus around the hospital.
- ix. Any other duties that may be assigned by the supervisor.

Minimum Qualifications and Experience

- i. A KCSE Certificate with a grade D and above.
- ii. At least 3 years working experience as a patient porter in a reputable hospital.
- iii. Proficiency in computer applications.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Compassionate skills
- iv. Team player

25. SENIOR HUMAN RESOURCE OFFICER - KUTRRH/DCSASHRO/341 – 1 POST

Job Description

The Senior Human Resource Officer's job exists to support the development and implementation of HR processes, systems and policies.

Duties and Responsibilities

- i. Implementing human resource management policies, procedures and guidelines.
- ii. Analyzing utilization of human resources in the Hospital and advising on proper deployment.
- iii. Interpreting and implementing human resource management regulations, rules and procedures.
- iv. Management of human resource data and the compliment control.
- v. Handling industrial and labour relations.
- vi. Ensuring compliance with the Labour Laws and Practices.
- vii. Planning and budgeting for Human Resource activities and programs.
- viii. Undertaking staff Capacity building.
- ix. Performance management.
- x. Any other duties that may be assigned by the Supervisor.

Minimum Qualifications and Experience



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- i. Served for a minimum period of three (3) years as a Human Resource Officer in a hospital or in a comparable position.
- ii. Bachelor's degree in any of the following Social Sciences: Human Resource Management, Commerce, Business Administration, Business Management or a related qualification from a recognized institution.
- iii. Postgraduate qualification in Human Resource Management from a recognized institution.
- iv. Valid Practicing License.
- v. Registration membership with the Institute of Human Resource Management (IHRIM)
- vi. Master's Degree in Human Resource Management or a related qualification from a recognized institution is an added advantage.
- vii. Proficiency in computer applications.

Soft Skills Required

- i. Risk management
- ii. Decision-making and problem-solving skills
- iii. High standards of professional ethics
- iv. Interpersonal skills
- v. Responsive, prompt and effective provision of services
- vi. Excellent communication skills
- vii. Strong negotiation skills
- viii. Team player
- ix. Proactive

26. HUMAN RESOURCE OFFICER - KUTRRH/DCSA/HRO/342 – 2 POSTS

Job Description

The Human Resource Officer's job exists to support the all HR processes, systems and policies.

Duties and Responsibilities

- i. Maintaining of personnel bio-data and ensuring integrity and safety of information.
- ii. Updating staff compliment and establishment.
- iii. Processing employee employment details.
- iv. Preparing retirement notification letters.
- v. Preparing agenda for various hospital committees.
- vi. Advising employees on human resource policies and regulations.
- vii. Training and mentoring human resource staff.



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- viii. Drafting routine correspondence.
- ix. Any other duties that may be assigned by the supervisor.

Minimum Qualifications and Experience

- i. Bachelor's degree in any of the following Social Sciences: Human Resource Management, Commerce, Business Administration, Business Management or a related qualification from a recognized institution.
- ii. Registration membership with the Institute of Human Resource Management (IHRM).
- iii. Valid Practicing License.
- iv. Proficiency in computer applications.

Soft Skills Required

- i. Negotiation skills
- ii. Effective communication skills
- iii. Good time management
- iv. High standards of professional ethics
- v. Responsive, prompt and effective provision of services
- vi. Team player
- vii. Excellent interpersonal skills
- viii. Client service support and public relations skills

27. HUMAN RESOURCE ASSISTANTS - KUTRRH/DCSA/HRA/343 – 2 POSTS

Job Description

The human assistants job exists to provide assistance in implementation of the human resource policies and procedures.

Duties and Responsibilities

- i. Issuing personal particulars forms and official secrets declaration forms to newly recruited staff.
- ii. Opening and closing official personal staff/general files.
- iii. Collecting and keeping bio data for staff.
- iv. Processing and computation of all categories of leave.
- v. Raising Pay Change Advices (PCAs).



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- vi. Responding to applications for employment letters.
- vii. Collecting and collating data for training needs analysis.
- viii. Sorting, filing and dispatching relevant human resource mails and other correspondence.
- ix. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Diploma in Human Resource Management or its equivalent qualification from a recognized institution.
- ii. Registration with the Institute of Human Resource Management (IHRM).
- iii. Proficiency in computer applications.

Soft Skills Required

- i. Effective communication skills
- ii. High standards of professional ethics
- iii. Team player
- iv. Interpersonal skills
- v. Client service support and public relations skills

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 **23rd September 2020**. Detailed job descriptions can be accessed on the Kenya University Teaching, Referral and Research Hospital careers portal on the website www.kutrrh.go.ke



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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 the career portal.

Any form of canvassing will lead to immediate disqualification.

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