



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. UROLOGIST - KUTRRH/DCSUROL/347 – 1 POST

Duties and Responsibilities

- i. Examining, diagnosing, and treating patient conditions and disorders of the genitourinary systems.
- ii. Documenting and reviewing patients.
- iii. Ordering, performing, and interpreting diagnostic tests.
- iv. Using specialized equipment, such as fluoroscopes, radiofrequency ablation machines and laparoscopes.
- v. Performing abdominal, pelvic, or retroperitoneal surgeries when necessary.
- vi. Treating lower urinary tract dysfunctions.
- vii. Providing Urology consultations or referring patients to other specialists.
- viii. Directing nurses, residents, and allied staffs.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Surgery (Urology) from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council as a urologist
- 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 a Urologist in a busy hospital.

Soft Skills Required

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

2. PLASTIC SURGEON - KUTRRH/DCSPLASTSG/348 – 1 POST

Duties and Responsibilities

- i. Outlining all the risks and benefits associated with the surgery prior to the procedure.
- ii. Performing consultations with patients who suffer from birth defects, injuries, burn wounds, or those who want to enhance their physical appearance.
- iii. Preparing patients for surgical and non-surgical procedures.
- iv. Prescribing medication like painkillers, antibiotics, and providing aftercare advice to patients.



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- v. Scheduling follow-ups to remove stitches, inspect incisions, and monitor the patients' healing.
- vi. Handling various administrative duties like updating patient records and clinic policies.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Surgery (Plastic and Reconstructive Surgery) from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council as a Plastic and Reconstructive Surgeon
- 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 Plastic Surgeon in a busy hospital.

Soft Skills Required

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

3. MAXILLOFACIAL SURGEON - KUTRRH/DCSMAXSG/330 – 1 POST

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. 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.
- v. Prescribing medication to improve recovery and control pain after procedures.
- vi. Treating infections of the oral cavity, salivary glands, jaw, face, and neck.
- vii. Providing emergency treatment of orofacial injuries including facial lacerations, intraoral lacerations, and fractured facial bones.
- viii. Performing minor cosmetic procedures, such as chin and cheekbone enhancements.
- ix. Providing support and advice to patients receiving long-term care.
- x. Conducting research on defects, diseases, and disorders affecting the oral and/or facial regions.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery or Dentistry from a recognized institution.
- ii. Master of Medicine in Maxillofacial Surgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC) as a maxillofacial surgeon.
- iv. Recognition as a specialist by the KMPDC.



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- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least 3 years' experience as a Maxillofacial Surgeon 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. CARDIOTHORACIC SURGEON - KUTRRH/DCSCARDSG/349 – 1 POST

Duties and Responsibilities

- i. Should be able to conduct surgeries on the heart, lung and other chest organs.
- ii. Management of patients in the outpatient clinic, inpatient wards and ICU.
- iii. Should be able to prepare patients for surgeries in consultation with other specialists like cardiologists, pulmonologists etc.
- iv. Participate in continuous medical education.
- v. Supervise junior doctors, registrars and other allied healthcare workers.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Cardiothoracic Surgery from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council as a cardiothoracic surgeon.
- 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 3 years working experience as a Cardiothoracic Surgeon 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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5. CARDIAC PERFUSIONISTS - KUTRRH/DCSCARDP/350 – 2 POSTS

Duties and Responsibilities

- i. Monitoring and controlling extracorporeal perfusion equipment during cardiopulmonary bypass surgery and related procedures on patients of all ages, while under the direction of a physician and in accordance with established policies, procedures and standards of practice.
- ii. Selecting, assembling and preparing equipment and supplies for assigned cases.
- iii. Operating and maintaining equipment.
- iv. Monitoring and evaluating physiologic data and making adjustments in perfusion parameters as needed.
- v. Administering prescription drugs, blood products and anesthetic agents through the extracorporeal circuit and inducing specified physiologic conditions, such as hypothermia and circulatory arrest, as ordered by a physician.
- vi. Assisting with inventory management.
- vii. Assisting with assigned projects in a collaborative cardiovascular team.

Minimum Qualifications and Experience

- i. Diploma or degree in Nursing or Clinical Medicine.
- ii. Graduating from an Accredited Perfusion Technology Program or approved program of Extracorporeal Technology.
- iii. Certification from a relevant Board of Cardiovascular Perfusion to become a certified clinical perfusionist (CCP).
- iv. Proficiency in computer applications.
- v. At least 3 years' experience as a perfusionist in a busy cardiothoracic surgery program.

Soft Skills Required

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

6. GASTROENTEROLOGIST - KUTRRH/DCSGASTRO/351 – 1 POST

Duties and Responsibilities

- i. Performing specialized diagnostic procedures like endoscopies to diagnose patients.
- ii. Managing both inpatients and outpatients with gastro-intestinal disorders
- iii. Consulting with other specialists, such as oncologists, in the case of cancer.
- iv. Performing advanced GI procedures such as ERCP, stenting of esophagus, dilation of strictures etc.
- v. Should be able to supervise registrars and medical students.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine or general surgery from a recognized institution.
- iii. Fellowship in gastroenterology.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council as a gastroenterologist.
- v. Recognition as a specialist by the KMPDC.



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- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover
- viii. Proficiency in computer applications
- ix. At least 3 years' working experience as a Gastroenterologist 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. NEUROLOGIST – KUTRRH/DCSNEUR/352 – 2 POSTS

Duties and Responsibilities

- i. Diagnose complex medical problems by referring to a patient's history, examining them and conducting neurological tests.
- ii. Counsel patients on neurological disorders and its background.
- iii. Order neurological tests and interpret the results of neuroimaging studies.
- iv. Prescribe and/or administer treatment and medication.
- v. Monitor the behavioral and cognitive side effects of treatment and medication.
- vi. Order supportive care services for patients.
- vii. Participate in neuroscience research activities.
- viii. Liaise with medical professionals in the community and hospitals.
- ix. Keep up-to-date with neurological developments, treatment and medication.
- x. Perform specialized treatments for sleep disorders, neuroimmunology, neuro-oncology, behavioral neurology and neurogenetics.
- xi. Perform and interpret electroencephalography, electromyography and nerve conduction velocity tests.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Masters of Medicine in Internal Medicine from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council as a neurologist
- 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 Neurologist in a reputable hospital.

Soft Skills Required

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



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- vi. Team player

8. INTERVENTIONAL RADIOLOGIST - KUTRRH/DCSINRAD/353 – 1 POST

Duties and Responsibilities

- i. Using x-rays, CT, MRI or other imaging guidance to navigate small instruments, like catheters and needles, through blood vessels and organs to treat a variety of diseases.
- ii. Should be able to interpret x-rays, ultrasounds, CTs, MRIs, and other forms of medical imaging.
- iii. Should be able to supervise medical students and registrars.
- iv. Should be able to participate in research.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Diagnostic Radiology from a recognized institution.
- iii. Fellowship in Interventional Radiology.
- iv. Registration with the Kenya Medical Practitioners and Dentists Board as an Interventional Radiologist.
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least three years' experience as an Interventional Radiologist in a reputable hospital.

Soft Skills Required

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

9. RADIATION ONCOLOGIST - KUTRRH/DCS/RADONC/307 – 1 POST

Duties and Responsibilities

- i. Conducting tests and examinations to confirm diagnoses of cancer.
- ii. Executing radiation treatments.
- iii. Developing treatment plans which comprise the appropriate therapeutic techniques and drug dosages to be administered.
- iv. Consistently monitoring patients' progress.
- v. Providing pharmacological treatment and suggesting appropriate lifestyle changes.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Radiation Oncology
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).



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- 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 Radiation Oncologist in a busy hospital.

Soft Skills Required

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

10. CARDIOLOGIST - DCSC/KUTRRH/8 – 1 POST

Duties and Responsibilities

- i. Prescribing tests, treatments, and/or surgery related to the cardiovascular system when necessary.
- ii. Maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results.
- iii. Performing tests, when needed, to check the health of patients' hearts and/or cardiovascular systems.
- iv. Interpreting test results to determine how effectively the heart and/or cardiovascular system is functioning.
- v. Using medical imaging equipment, such as echocardiogram, CT and MRI scanners, to diagnose and treat heart and/or cardiovascular conditions.
- vi. Assisting and/or performing interventional cardiology procedures such as coronary angiogram, PCI, pacemakers, electrophysiology studies etc.
- vii. Prescribing medication to treat cardiovascular diseases.
- viii. Providing support and advice to patients receiving long-term care.
- ix. Training and providing educational support to junior staff, when necessary.

Minimum Qualifications and Experience

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

11. PAEDIATRIC SURGEON - KUTRRH/DCSPAEDSG/354 – 1 POST

Duties and Responsibilities

- i. Examining paediatric patients and diagnosing health issues for surgery.
- ii. Ordering preoperative tests and physical examinations and interpreting results.
- iii. Consulting with patients and family members regarding diagnosis and treatment options.
- iv. Performing surgical procedures to correct deformations, congenital problems, injuries, or treat illnesses in children
- v. Monitoring postoperative recovery and educating family members regarding postoperative care.
- vi. Collaborating and cooperating with all the specialists involved in a child's medical care to determine when or if surgery is an appropriate treatment option.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Paediatric 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 Paediatric Surgeon in a reputable hospital.

Soft Skills Required

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

12. PULMONOLOGIST - KUTRRH/DCSPULM/335 – 1 POST

Duties and Responsibilities

- i. Diagnosing and treating conditions and diseases of the chest, such as asthma, emphysema, tuberculosis, pneumonia and other complicated chest infections
- ii. Performing specialized procedures such as bronchoscopy
- iii. Conducting research to test or develop new medications or methods of treatment
- iv. Will be part of a multi-disciplinary team in critical care areas
- v. Should be able to supervise medical students and registrars

Minimum Qualifications and Experience



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- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine from a recognized institution.
- iii. 1 to 3 years' fellowship training in Pulmonology
- iv. Fellowship in cardiology from a recognized institution.
- v. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- vi. Recognition as a specialist by the KMPDC
- vii. Valid Practice License.
- viii. Professional Insurance Indemnity Cover.
- ix. Proficiency in computer applications.
- x. At least three years of working experience as a Pulmonologist in a busy hospital.

Soft Skills Required

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

13. PSYCHIATRIST - KUTRRH/DCSPSYC/355 – 1 POST

Duties and Responsibilities

- i. Assessing mentally sick patients through interviews, observations, tests, and medical history reviews.
- ii. Developing comprehensive treatment plans and prescribing medication as needed.
- iii. Consulting with other medical professionals and psychologists.
- iv. Regularly following up with the patient to check progress and adjust the treatment plan as needed.
- v. Thoroughly documenting each patient's diagnosis, symptoms, medication, treatment effectiveness, etc.
- vi. Providing patients with emotional support and strategies to help manage their disorder.
- vii. Researching new developments in psychiatry and mental health.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Psychiatry 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 a Psychiatrist in a busy hospital.

Soft Skills Required

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



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- v. Compassionate skills
- vi. Team player

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

Duties and Responsibilities

- i. Managing patients with kidney disorders or injuries.
- ii. Prescribe renal replacement therapy for patients with kidney diseases.
- iii. Will be part of a multi-disciplinary team for the kidney transplant program.
- iv. Consult other specialists especially in critical care units as part of a multidisciplinary team.
- v. Maintain and ensure that relevant patient records are properly updated and filed physically or in a computer database.
- vi. Should be able to supervise medical students and registrars.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in internal medicine from a recognized institution.
- iii. Fellowship Nephrology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least three years of working experience as a Nephrologist 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. OCCUPATIONAL HEALTH AND SAFETY OFFICER - KUTRRH/DCSAOSHO/356 – 1 POST

An Occupational Health and Safety Officer reviews, evaluates, and analyzes work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, biological agents or ergonomic factors. The officer conducts inspections to enforce adherence to laws and regulations governing the health and safety of individuals within the hospital establishment.

Duties and Responsibilities

- i. Ensuring the Hospital activities comply with local health and safety regulations and the best practices in the hospital by Enforcement of the places of work Act (Cap 514) and its subsidiary legislation.



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- ii. Developing occupational health and safety systems, policies, procedures & manuals and arrange for safety exercises (drills) and training.
- iii. Advising management to improve on all safety aspects of the workplace.
- iv. Carrying out risk assessments to identify the root cause of an incident or other unsafe condition at the work site.
- v. Carrying out safety inspections and internal audits of hospital plants, machinery, electrical installations, building constructions and works in Engineering and reporting to the management for corrective actions.
- vi. Participating in investigations of accidents and near-misses, dangerous occurrences and incidences of occupational diseases/ hazards.
- vii. Ensuring preventive measures, hazard control and personal protective equipment are implemented and properly utilized.
- viii. Recordkeeping of all safety related events and activities
- ix. Participating in Research and or survey in occupational and safety.
- x. Collecting occupational health and safety statistics and participating in the dissemination of information on occupational health and safety to employers, employees and other stakeholders.

Minimum Qualifications and Experience

- i. Bachelors of science Degree in any of the following Occupational safety and health, public health, Environmental health or other health related degrees' qualifications from a recognized institution.
- ii. Masters of Science in Occupational safety and health will be an added advantage.
- iii. At least three (3) years practising experience.
- iv. Computer proficient.
- v. Registered with relevant professional bodies.
- vi. Working knowledge of the following:
 - OSHA and other local safety standards
 - Environmental safety standards
 - Occupational and emergency safety procedures
 - Construction safety standards
 - Labor and environmental laws
 - Other safety related issues

Soft Skills Required

- i. Team player
- ii. Problem-solving skills
- iii. Communication skills
- iv. Organizational Skills

16. DENTAL TECHNOLOGISTS

Duties and Responsibilities

- i. Undertake all aspects of prosthetic work including making bites and special trays, casting, mouth guards and retainers.
- ii. Construct partial or full dentures (metal and non-metal) to replace the partial or total loss of teeth.
- iii. Create accurate models from doctors' impressions.



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- iv. Fabricate porcelain veneers for crowns, prostheses, implant restorations and crowns using ceramo-metal techniques.
- v. Construct models of the mouth and teeth from impressions of the patient's mouth taken by the dentist.
- vi. Make diagnostic wax-ups, smile design cases, dental composite work and pressable/e.max restorations.
- vii. Restore natural teeth by fabricating crowns and bridges and applying them to complex implant units and implant-borne restorations.
- viii. Correct dental irregularities by manufacturing fixed or removable appliances, such as dentures, casings to go over teeth and retainers.
- ix. Replace missing facial and body tissues due to injury, disease or developmental abnormality by fabricating maxillofacial prostheses.
- x. Use traditional methods and CAD/CAM for designing dental devices.
- xi. Maintain dental laboratory records and prepare reports on laboratory activities.
- xii. Update your dental laboratory technician job knowledge and skills by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.

Minimum Qualifications and Experience

- i. Diploma in Dental Technology.
- ii. Must be a registered member of Kenya Dental Technologists Association (KDTA).
- iii. Certificate in Computer application skills from a recognized institution.
- iv. At least three (3) years practicing experience.

Soft Skills Required

- i. Team player
- ii. Problem-solving skills
- iii. Communication skills
- iv. Organizational 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 **21 October, 2020**

Only shortlisted candidates will be contacted.

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



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- 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.

KUTRRH is an Equal Opportunity Employer

YOUTH, WOMEN AND PERSONS LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY