



**Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)**  
**www.kutrrh.go.ke**

**JOB DESCRIPTIONS FOR VACANT POSITIONS IN GATUNDU LEVEL 5 HOSPITAL**

At Gatundu Level 5 Hospital, an Annex of Kenyatta University Teaching Referral and Research Hospital, we seek to engage qualified staff for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

**1. MEDICAL OFFICERS - KUTRRH/GATHA/MO/001 – 6 POSTS**

**Job Description**

The Medical Officer's job exists to provide general medical services to patients in the hospital, ensure provision of quality and timely medical services and quality patient care

**Duties and Responsibilities**

- i. Participate in the strategic planning of the division in collaboration with other medical staff in the unit for significant impact on the performance or business outcome of the hospital and its sub functions.
- ii. Attend to patients' medical needs, diagnose their illnesses and prescribe medicines and other therapeutic interventions in consultation rooms at the hospital.
- iii. Follow-up on and observe the clinical conditions and progress of patients in the wards
- iv. Provide medical advice, counselling, health education and control measures to patients in the hospital in order to prevent spread of diseases and injuries.
- v. Work with other medical staff to solve single or multiple medical issues and/or participate in performing extensive surgical operations in the hospital.
- vi. Implement best practice clinical and patient care related policies and procedures in the outpatient division of the hospital.
- vii. Refer outpatients to the appropriate specialized clinics and medical consultants within the hospital for further diagnosis, treatment and management of their medical conditions.
- viii. Provide quality emergency medical services to patients in the emergency unit of the hospital.
- ix. Implement the hospital's culture of team-base, fact-base and patient-base and work towards achievement of the hospital Vision.

**Minimum Qualifications and Experience**

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iii. Valid Practice License.
- iv. Basic life support and Advanced Cardiac life support certification.
- v. Proficiency in computer applications.
- vi. At least two years of working experience as a Medical Officer in a busy hospital.

**Soft Skills Required**

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



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

### 2. CLINICAL OFFICERS - KUTRRH/GATHA/CO/002 – 5 POSTS

#### Job Description

The Clinical Officer's job exists to supervise and coordinate the day-to-day patient care activities of the hospital.

#### Duties and Responsibilities

- i. Provide consultations for patients and their families to make sure they understand medical condition and options for treatment.
- ii. Participates in program development and in development and implementation of operating policy and procedure of the hospital.
- iii. Oversees and provides clinical evaluation and/or other related care and consultation to patients as required.
- iv. Coordinates services with other patient care units as required.
- v. Maintains communication with allied services and maintains community liaison as appropriate.
- vi. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- vii. Providing direct patient care and consultation.
- viii. Ensures adherence established clinical policies, protocols, regulations, and standards.
- ix. Coordinates services with other patient care units, as appropriate, and provides direct patient evaluation and consultation.

#### Minimum Qualifications and Experience

- i. Diploma in Clinical Medicine and Surgery or a Bachelor Degree in Clinical Medicine from a recognized institution.
- ii. Must be a Registered Officer with the Clinical Officer Council.
- iii. Valid Practice License.
- iv. Basic life support and Advanced Cardiac life support certification.
- v. Proficiency in computer applications.
- vi. At least two years of working experience as a Clinical Officer in a busy hospital.

#### Soft Skills Required

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

### 3. CLINICAL OFFICER OPHTHALMOLOGIST - KUTRRH/GATHA/COOPH/003 – 1 POST

#### Job Description

The Clinical Officer Ophthalmologist's job exists to provide clinical services by assessing, treating patients with a variety of eye diseases and injuries. The clinical officer shall also participate in clinical research and training.

#### Duties and Responsibilities

- i. Transfer referred patients from the unit for further diagnosis or specialized treatment from other units of the hospital.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

- ii. Create individualized care plans for patients under their supervision and care.
- iii. Give supportive resources on the patient and the families to promote positive outlook.
- iv. Administering medications such as chemotherapy to patients in the unit as prescribed by Consultants.
- v. Document all care rendered and response to treatment and medication treatments in the Hospital Management System.
- vi. Caring for patients diagnosed with eye conditions in both inpatient and outpatient.
- vii. Offering education and support to patients' families regarding treatment expectations.
- viii. Support Medical Specialists in attending to patients in the unit hospital.
- ix. Monitor patients' progress in the unit for side effects to treatment and reporting the same to the Medical Specialists in the hospital.
- x. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- xi. Supervise, guide and mentor junior nursing and clinical officers, interns and clinical students who are working in the eye unit department.
- xii. Participate in clinical services research and training to students at the eyes unit department.

### Minimum Qualifications and Experience

- i. Diploma in Clinical Medicine and Surgery or a Bachelor Degree in Clinical Medicine from a recognized institution.
- ii. Higher Diploma in Ophthalmology Specialization from a recognized institution.
- iii. Must be a Registered Officer with the Clinical Officer Council.
- iv. Valid Practice License.
- v. Basic life support and Advanced Cardiac life support certification.
- vi. Proficiency in computer applications.
- vii. At least two years working experience as an Ophthalmology Clinical Officer in a reputable health facility.

### Soft Skills Required

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

## 4. GENERAL NURSING OFFICERS - KUTRRH/GATHA/GNO/004 – 10 POSTS

### Job Description

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

### Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the unit of the.
- ii. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to patients in the hospital.
- iv. Ensure cleanliness and tidiness in the hospital.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

- v. Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
- vi. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- vii. Administer patient care and nursing to outpatients in the hospital.
- viii. 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.
- ix. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- x. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- xi. Provide nursing services research and training to students at the unit of the hospital.
- xii. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital.

### Qualifications Knowledge and Skills

- i. Diploma or Degree in Nursing from a recognized institution
- ii. Registration with the Nursing Council of Kenya and Valid Practice License
- iii. Must have a Certificate in a course in life saving
- iv. Computer literate
- v. Knowledge of relevant legislations
- vi. Knowledge of professional standards
- vii. Proven track record of nursing research and training in a reputable institution
- viii. At least two (2) years working experience as a Nursing Officer in a reputable health facility.

### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure

## 5. DENTAL NURSES - KUTRRH/GATHA/DENN/005 – 2 POSTS

### Job Description

The Dental Nurses' job exists to provide community dentistry, dental health education and promotion of preventive oral health care services geared towards prevention of oral facial diseases, surveillance, control, diagnosis and treatment.

### Duties and Responsibilities

- i. Directly assist dentist during patient procedures using four handed delivery techniques.
- ii. Sterilize and disinfect instruments and operations according to clinic protocols.
- iii. Set-up and clean-up materials and equipment needed for dental procedures.
- iv. Triage patients before consultation by the dentist/ Community oral officer.
- v. Accurately chart results of oral exam, as instructed by provider.
- vi. Disinfection and packaging of impressions.
- vii. Handle and dispose of infectious and hazardous waste according to clinic protocols.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

- viii. Perform oral hygiene instructions and education to patients.
- ix. Perform maintenance, cleaning and testing of dental equipment as outlined in equipment and safety manual and radiation safety manual.
- x. Answer phone in dental clinic and screen calls, confirm appointments as needed.
- xi. Inventory supplies and order replacement supplies, and keep minimum of 25% stock levels.
- xii. Be respectful and courteous to patients and co-workers.
- xiii. Adhere to client confidentiality policy.
- xiv. Assisting in the construction of new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription.
- xv. Repairing and/or relining existing full and/or partial dentures.
- xvi. Arranging and clasping teeth for new wire or cast chrome partials.

### Minimum Qualifications and Experience

- i. Diploma in Nursing from a recognized institution or a Bachelor of Science in Nursing from a recognized institution.
- ii. Higher Diploma in Dental Specialized Nursing from a recognized institution or a certificate in Dental Technology.
- iii. Registration with the Nursing Council of Kenya
- iv. Valid Practice License
- v. Proficiency in computer applications.
- vi. Knowledge of relevant legislations
- vii. Knowledge of professional standards
- viii. Proven track record of nursing research and training in a reputable institution
- ix. At least two years (2) of working experience as a Dental Nurse in a busy hospital.

### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure

## 6. LABORATORY TECHNOLOGISTS – KUTRRH/GATHA/LABT/006 - 3 POSTS

### Job Description

Reporting to the Senior Medical Laboratory Technologist, the Medical Laboratory Technologist's job exists to provide services to patients in the hospital, provide clinical research and training, and advise the hospital.

### Main Duties and Responsibilities

- i. Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality service delivery in the hospital.
- ii. Review laboratory safety policies and procedures in collaboration with the Chief Laboratory technologist and sensitize the same to other laboratory staff, interns and students in the hospital.
- iii. Implement the required laboratory safety standards enshrined in Laboratory Standard Operating Procedures in the hospital.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

- iv. Conduct confirmatory tests and other diagnostic procedures in order to confirm the finding of junior laboratory staff in the laboratory.
- v. Ensure proper handling, storage and management of laboratory equipment, materials and records in the laboratory.
- vi. Implement and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory.
- vii. Implement continuing training and development of laboratory staff for continuous quality and timely services delivery to patients in the hospital.
- viii. Guide and mentor junior laboratory staff, interns and student, together with their work in the laboratory.
- ix. Provide clinical research and training in Medical Laboratory Sciences and technology to students in the laboratory.

### Minimum Qualifications and Experience

- i. Diploma or Degree in Medical Laboratory Sciences from a recognized institution.
- ii. Higher National Diploma (HND) in Medical Laboratory Sciences from a recognized institution is an added advantage.
- iii. Registration with the Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB)
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. Proven track record of research and training in a reputable institution.
- viii. At least two years (2) of working experience as a Medical Laboratory Technologists in a busy hospital.

### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure

## 7. NUTRITIONISTS - KUTRRH/GATHA/NUTR/007 - 3 POSTS

### Job Description

The Nutritionists' job exists to provide nutritional and dietetics care and services to patients, educate the public on the same, provide clinical research and training and advise the hospital and public on the same.

### Main Duties and Responsibilities

- i. Receive and review patients' medical history and records in order to understand their medical conditions better in the hospital.
- ii. Diagnose causes of nutrition and diet-related ailments in consultation with other medical specialists and then determine the appropriate treatment plan for patients in the hospital.
- iii. Implement guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions in the hospital.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

- iv. Implement nutrition and dietetic processes including screening, assessing, formatting and implementing nutrition interventions and evaluating outcomes in the hospital.
- v. Provide therapeutic nutrition support in disease management to patients in the nutrition and dietetics unit of the hospital.
- vi. Conduct nutritional health education and demonstration to create awareness of nutrition issues among patients and public in the hospital or in outreach programmes.
- vii. Assess and review nutrition of referred cases from other and medical units and health facilities to the hospital.
- viii. Treat and counsel patients using specialized dietetic nutritionally modified products in the nutrition and dietetics unit of the hospital.
- ix. Carry out and implement research projects in collaboration with other medical specialists in order to improve nutrition services and patient care in the hospital.
- x. Provide clinical research and training to students in the nutrition and dietetics unit of the hospital
- xi. Mentor and guide junior medical staff, interns and students in the nutrition and dietetics unit of the hospital.
- xii. Ensure quality appropriate delivery of clinical referral research and training activities at the hospital and advise the board on the same.

### Minimum Qualifications and Experience

- i. Diploma or a Bachelor of Science in Nutrition & Dietetics from a recognized institution.
- ii. Registration with Kenya Nutritionists & Dietetics Institute.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. Proven track record of research and training in a reputable institution.
- viii. At least two years working experience as a Nutritionist in a reputable health facility.

### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure

## 8. BIOMEDICAL ENGINEERS - KUTRRH/GATHA/BIOME/008 – 2 POSTS

### Job Description

The Biomedical Engineers' job exists to provide biomedical engineering services, biomedical engineering research and training and advise the hospital and public on the same.

### Main Duties and Responsibilities

- i. Provide physiological expertise in medical and biological sciences to facilitate advances in non-invasive monitoring devices by device design, clinical study design, clinical study data analysis, design of experiments, and usability in the hospital.





## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

- ii. Provide software and algorithm development expertise for engineering systems; plan, advise, analyze, design, test, and manage highly complex biomedical engineering systems in the hospital.
- iii. Interact with end users to develop a robust understanding of unmet needs for current and future device designs in the hospital.
- iv. Provide broad technical leadership in area of expertise in setting technical direction and course for future programmes in the hospital.
- v. Research, train and recommend biomedical engineering design options and perform experiments to determine potential design feasibility for application in the hospital.
- vi. Serve as technical leader for major advanced development projects including development of devices in new technology or multiple simultaneous sub-projects in the hospital.
- vii. Ensure that biomedical engineering design activities are coordinated per the requirements by the different end users in the hospital.
- viii. Prepare technical reports including Design of Experiments (DOE), external interfaces, internal interfaces, component qualification, product testing, FMEA, statistical analysis in the hospital.
- ix. Assess and recommend design and development activities to determine time for completion and appropriate staffing and/or use of outside resources to reach goals in the hospital.
- x. Design and develop systems that span the engineering disciplines of biomedical, algorithm development, electrical, embedded software, and PC software in the hospital.
- xi. Design/develop activities which include leading, participating, or supporting concept, planning, and feasibility stages, Risk assessment, Prototyping, Concept validation, Implementation, Verification testing, Design reviews for biomedical engineering products in the hospital.
- xii. Participate in the all phases of development across multiple projects; investigate interchangeability, replacement, cost factors, and ease of manufacture; coordinate with project team to define Product Requirements through interactions with end users in the hospital.
- xiii. Evaluate potential biomedical engineering product improvements and recommend design modifications in the hospital.
- xiv. Provide biomedical research and training to students in the biomedical unit of the hospital.

### Minimum Qualifications and Experience

- i. Bachelors' degree in Biomedical Engineering from a recognized institution.
- ii. Registration with the Association of Medical Engineers of Kenya.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. Proven track record of research and training in a reputable institution.
- viii. At least two years working experience as a Biomedical Engineer in a reputable health facility.

### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure





## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

### 9. HEALTH RECORDS INFORMATION OFFICERS - KUTRRH/GATHA/HRIO/009 – 2 POSTS

#### Job Description

The Health Records & Information Officers' job exists to compile, process, and maintain patients' medical information and records within the framework of medical, administrative, ethical, legal, and regulations.

#### Main Duties and Responsibilities

- i. Compile and maintain patients' medical records and information to document condition and treatment and to provide data for research or cost control and care improvement efforts in the hospital.
- ii. Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds in the hospital.
- iii. Provide safety and security of medical records and information and ensure that confidentiality is maintained in within and without the hospital.
- iv. Review patients' medical records and information for completeness, accuracy, and compliance with regulations in the hospital.
- v. Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings in the hospital.
- vi. Identify, compile, abstract, and code patients' data, using standard classification systems in the hospital.
- vii. Release patients' records and information for use by the relevant persons or agencies in the hospital according to the established regulations.
- viii. Train medical records and information staff in the hospital in order to improve their performance and productivity in the hospital.
- ix. Prepare statistical reports, narrative reports, or graphic presentations of patients' clinical information and data for use by staff, researchers, or other stakeholders in the hospital.
- x. Provide research and training on health records and information management in the hospital.
- xi. Mentor and guide junior staff and students in the health records and information management unit of the hospital.

#### Minimum Qualifications and Experience

- i. Diploma in Health Records and Information Management from a recognized institution with 3 years relevant working experience  
or a Bachelors' degree in Health Records and Information Management from a recognized institution with 1 year working experience
- ii. Higher Diploma in Health Records and Information Management is an added advantage.
- iii. Registration with the relevant professional body.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Proven track record of research and training in a reputable institution.

#### Soft Skills Required

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



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

- vi. Team player
- vii. Ability to work under pressure

### 10. PHYSIOTHERAPISTS - KUTRRH/GATHA/PHYTH/010 – 2 POSTS

#### Job Description

The Physiotherapists' job exists to implement Physiotherapy Act; Formulate, implement and review Physiotherapy policies, standards, procedures and guidelines.

#### Main Duties and Responsibilities

- i. Assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/hospital.
- ii. Carrying out physical disability assessments for categorization, registration and other support.
- iii. Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living.
- iv. Preparing, verifying and maintaining information, records and progress reports relating to patients.
- v. Keeping and maintaining inventory of equipment.
- vi. Monitoring patient's outcomes on Physiotherapy treatment.
- vii. Sensitizing the clients on Physiotherapy issues.
- viii. Collating, compiling and analyzing data for research.
- ix. Participating in curriculum development and review.
- x. Ensuring availability of Physiotherapy supplies and equipment.
- xi. Coaching, mentoring, counseling, guiding and training staff and students.

#### Minimum Qualifications and Experience

- i. Diploma in Physiotherapy from a recognized institution with 3 years relevant working experience. or a Bachelors' degree in Physiotherapy from a recognized institution with 1-year relevant working experience.
- ii. Registration with the Kenya Society of Physiotherapists (KSP).
- iii. Current Practicing License from the Physiotherapy Council of Kenya (PCK).
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. Proven track record of research and training in a reputable institution.

#### Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure



## 11. OCCUPATIONAL THERAPISTS - KUTRRH/GATHA/OCTH/011 – 2 POSTS

### Job Description

The Occupational Therapist's job exists to formulate, review and interpret occupational therapy policies, procedures, standards and guidelines.

### Duties and Responsibilities

- i. Providing occupational therapist services to patients;
- ii. Assessing and formulating patient's treatment plan;
- iii. Examining and assessing patients' needs;
- iv. Rehabilitation and habitation of patients through simulated activities;
- v. Verifying and maintaining information relating to patients;
- vi. Maintaining records and data relating to patients;
- vii. Collecting data for operational research;
- viii. Sensitizing on occupational therapy issues;
- ix. Preparing periodic reports;
- x. Ensuring availability of relevant materials, supplies and equipment;
- xi. Setting up and running model clinics;
- xii. Maintaining quality standards.

### Minimum Qualifications and Experience

- i. Degree in Occupational Therapy or its equivalent qualification from a recognized institution with at least 1-year experience or a Diploma in Occupational Therapy with at least 3 years' work experience.
- ii. Higher Diploma in occupational therapy (any specialty) is an added advantage.
- iii. Certificate of Registration with Kenya Occupational Therapist Association.
- iv. Current practicing license from the Kenya Occupational Therapist Association (KOTA).
- v. Proficiency in computer applications.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Proven track record of research and training in a reputable institution.

### Soft Skills Required

- i. Organizational skills
- ii. Communication and interpersonal skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Good time management skills
- vii. Responsive, prompt and effective
- viii. Team player
- ix. Ability to work under minimal supervision

## 12. COMMUNITY ORAL HEALTH OFFICERS - KUTRRH/GATHA/COHO/012 – 2 POSTS

### Job Description

The Community Oral Health Officers' job exists to formulate, review and interpret occupational therapy policies, procedures, standards and guidelines.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

www.kutrrh.go.ke

### Duties and Responsibilities

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools.
- ii. Collecting data for fluoride testing in water samples,
- iii. Analyzing, interpreting results, and advising the relevant authorities accordingly.
- iv. Diagnosis and treatment of common dental conditions.
- v. Temporary and permanent dental restorations, reducing simple fractures of jaws, extractions.
- vi. Managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals.
- vii. Supervising students/interns on practicals.
- viii. Ordering dental materials, equipment and instruments for use in the hospitals/clinics.

### Minimum Qualifications and Experience

- i. Diploma in Community Oral Health from a recognized institution.
- ii. Post-basic Certificate in either Epidemiology, Health Education, Medical Education, Community Dentistry, Conservative Dentistry, Periodontology, Orthodontics/Paedodontics or an equivalent qualification from a recognized institution is an added advantage.
- iii. Proficiency in computer applications.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Proven track record of research and training in a reputable institution.
- vii. At least two years working experience as a Community Oral Health Officers' in a reputable health facility.

### Soft Skills Required

- i. Organizational skills
- ii. Communication and interpersonal skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Good time management skills
- vii. Responsive, prompt and effective
- viii. Team player
- ix. Ability to work under minimal supervision

## **13. ORTHOPEDIC TECHNOLOGIST - KUTRRH/GATHA/ORTPT/013 – 2 POSTS**

### Job Description

The Orthopedic Technologists' job exists to formulate, interpret, implement, evaluate and review orthopaedic policies, guidelines, standards and procedures.

### Duties and Responsibilities

- i. Documenting of patients history and diagnosis.
- ii. Taking measurements involving tape and plaster casting.
- iii. Fabricating and assembling prosthetic/orthotic devices and other orthopaedic appliances.
- iv. Assessing patients' needs.
- v. Preparing and fitting orthopaedic appliances.
- vi. Verifying and maintaining information relating to patients.



## Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

- vii. Maintaining records of supplies.
- viii. Designing the orthopaedic appliances.
- ix. Ordering and maintaining records of supplies.
  - x. Participating in developing quality standards.
- xi. Ensuring maintenance, repair and replacement of the appliance.
- xii. Undertake research on orthopaedic techniques and trends.

### Minimum Qualifications and Experience

- i. Diploma in Orthopaedic Technology from a recognized institution.
- ii. Higher Diploma in Orthopaedic Technology or its equivalent at a recognized institution.
- iii. Registration with the National Association of Orthopedic Technologists of Kenya.
- iv. Proficiency in computer applications.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.
- vii. Proven track record of research and training in a reputable institution.
- viii. At least two years working experience as an Orthopedic Technologists' in a reputable health facility.

### Soft Skills Required

- i. Organizational skills
- ii. Communication and interpersonal skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Good time management skills
- vii. Responsive, prompt and effective
- viii. Team player
- ix. Ability to work under minimal supervision

If your background and competencies match the specifications of any of the posts above, please apply online via: [www.kutrrh.go.ke/careers](http://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 **1<sup>st</sup> December 2020**. Detailed job descriptions can be accessed on the Kenya University Teaching, Referral and Research Hospital careers portal: [www.kutrrh.go.ke](http://www.kutrrh.go.ke)

Only shortlisted candidates will be contacted.

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



**Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)**

**[www.kutrrh.go.ke](http://www.kutrrh.go.ke)**

- 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 email/  
telephone.**

**Any form of canvassing will lead to immediate disqualification.**

KUTRRH is an Equal Opportunity Employer.

**YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.**