



JOB DESCRIPTIONS FOR VACANT POSITIONS IN KUTRRH ON FULL TIME BASIS

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation registered under Legal Notice Number 4 of the State Corporations Act Cap 446 in January 2019 as a Level 6 Tertiary Hospital and is now operational offering specialized referral services. The Hospital is seeking to recruit qualified and experienced expertise in the following listed areas. These positions will be on **full time basis**.

1. AUDIOLOGISTS - KUTRRH/DCSAUD/368 – 2 POSTS

Job Description

The Audiologists' job exists to reduce the burden of hearing disability through early detection and treatment of hearing impairment, especially in infants and young children and coordinate research and training at the hospital.

Duties and Responsibilities

- i. Conducting behavioral, electro acoustic and electrophysiological measures on hearing and balance.
- ii. Undertaking hearing aid selection, fitting and evaluation.
- iii. Taking ear impressions.
- iv. Dispense assistive listening devices, such as hearing aids, to patients.
- v. Fit assistive listening devices based on the patient's physiology and other needs.
- vi. Conducting clinical vestibular assessment and interpreting results.
- vii. Educating clients on the use, care and maintenance of hearing aids and accessories.
- viii. Carrying out vestibular rehabilitation for patients with hearing and imbalance disorders; and
- ix. Collecting and compiling audiological data.

Minimum Qualifications and Experience

- i. Diploma in Clinical Audiology or its equivalent from a recognized institution.
- ii. Higher Diploma in Clinical Audiology from a recognized institution.
- iii. Must be Registered with a professional body.
- 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 Audiologist in a reputable health facility.

Soft Skills Required

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

2. HEALTH QUALITY ASSURANCE SPECIALIST - KUTRRH/DCSHQAS/370 – 1 POST

Duties and Responsibilities

- Setting quality assurance compliance objectives and ensuring that targets are achieved.
- achieved.



- Collating and analyzing performance data and charts against defined parameters;
- Monitoring and advising on performance of quality assurance process by gathering relevant data and procuring statistical reports and measure the performance against set indicators
- Development of quality assurance policies and procedures
- Interpret and ensure hospital compliance with quality assurance standards
- Prepare and document quality assurance activities, such as internal audits
- Analyze audit outcomes and carry out appropriate corrective procedures
- Analyze client grievances and other non-compliance issues
- Detect coaching needs and take actions in accordance with these needs in order to ensure compliance with quality standards
- Oversee implementation of risk management procedures
- Promoting quality achievement by implementing ongoing quality improvement activities, processes and working with inter-departmental teams;
- Establishing along with relevant departments, standards of service for clients and ensuring the execution of corrective action and compliance with client expectations.
- Defining, assuring viability, functionality and effectiveness of essential quality assurance tools.

Minimum Qualifications and Experience

- Bachelor's degree in Health Sciences, Social Sciences, Statistics, Management or a related field.
- Master's Degree will be an added advantage
- Certification, such as Quality Management System Implementation, QMS Lead Auditor, Gemba Kaizen, Six Sigma, or Total Quality Management, is preferred
- Certification in Joint Commission Accreditation Standards
- 3 years' experience in a hospital set up that has implemented Quality Management Standards
- Relevant long-term experience, knowledge of regulatory requirements
- Knack for implementation of corrective action programs
- Superb computer competence, including experience with databases and Microsoft Office
- Knowledge of Quality Improvement terms, tools, and methodologies

Soft Skills Required

- Analytical skills
- Thoroughness
- Problem-solving and decision-making skills
- Customer service competency
- Ability to work in team
- Outstanding verbal and written communication skills

3. REGISTERED CLINICAL OFFICER (ENT) - KUTRRH/DCSRCOENT/373 – 2 POSTS

Job Description

The Registered Clinical Officer – ENT's job exists to reduce appointment-waiting time and participate in patient education and communication, hence improving clinical and surgical outcomes.

Duties and Responsibilities

- i. Obtains patient history and performs assessment.
- ii. Orders, performs, and interprets diagnostic procedures.
- iii. Provides and documents direct treatment and management of health conditions.



- iv. Procedures such examination and cleaning under the microscope, cerumen extraction, nasal cautery, nasal and ear foreign body removals and anterior nasal packing.
- v. Provides counselling and education of patients and their families/caregivers concerning preventative health, treatment options and community resources.
- vi. Performs preventative health assessments, screening, and care.

Minimum Qualifications and Experience

- i. Diploma in Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent from a recognized institution.
- ii. Higher Diploma in Clinical Medicine and Surgery in Ear, Nose and Throat (ENT) 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 ENT 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. CHIEF RADIOGRAPHER - KUTRRH/DCSCRADGP/374 – 1 POST

Job Description

The Chief Radiographer's job exists to coordinate radiography and imaging services to patients, ensure provision of quality and timely radiography and imaging services and coordinate research and training at the hospital.

Duties and Responsibilities

- i. Liaising with the Head of department/Chief radiologist to:
 - a. Coordinate overall departmental functioning;
 - b. Supervising the radiographers and sonographers and other staff working in the department;
 - c. Overseeing the tendering of equipment and making sure they are well maintained;
 - d. Preparing monthly and annual departmental reports.
- ii. Formulating and implementing radiographic policies, strategies, guidelines, standards and procedures.
- iii. Planning, coordinating, monitoring and evaluating radiographic operations;
- iv. Overseeing performance management;
- v. Coaching, mentoring, guiding and counselling staff;
- vi. Performing a range of radiographic examinations on patients to produce high-quality images - CT, MRI, Ultrasound, X-ray, Fluoroscopy;
- vii. Collaborate with other diagnostic and clinical practitioners in the hospital to offer comprehensive medical care to patients.



Minimum Qualifications and Experience

- i. Bachelor of Science Degree in Medical Imaging Technology or equivalent qualification from a recognized institution.
- ii. Leadership/Management Course lasting not less than 4 weeks from a recognized institution.
- iii. Registration with Society of Radiographers of Kenya (SORK).
- iv. Current practicing license from Radiation Protection Body.
- v. Proficiency in computer applications.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Proven track record of research and training.
- ix. A minimum period of eight (8) years' relevant work experience with at least five (5) years' experience in a supervisory position.

Soft Skills Required

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

5. RADIATION THERAPY TECHNOLOGIST - KUTRRH/DCSRTT/375 - 1 POST

Job Description

This is the entry grade and training for this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and Responsibilities

- i. Competently perform a range of radiotherapy techniques, CT simulations and mould room procedures whilst ensuring high standards are maintained.
- ii. Maintaining and evaluating radiation safety measures, Implementing Radiotherapy Policies, Guidelines, Standards and Procedures;
- iii. Participate in departmental quality improvement activities
- iv. Provide information, support and reassurance to patients, taking into account their physical and psychological and emotional needs.
- v. Practice high standards of infection control procedures in line with the hospital infection control guidelines.

Minimum Qualifications and Experience

- i. Higher diploma in Radiation Therapy or equivalent qualification from a recognized institution;
- ii. Registration with Society of Radiographers of Kenya (SORK).
- iii. Current practicing license from Radiation Protection Body.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Soft Skills Required



- i. Willing to learn
- ii. Responsible
- iii. Team work
- iv. High level of concentration
- v. Effective communication skills.
- vi. Critical thinking, Decision-making and problem solving skills
- vii. Good time management.
- viii. High standards of professional ethics
- ix. Responsive, prompt and effective provision of services.
- x. Team player.
- xi. Excellent interpersonal skills.
- xii.

6. DATA ANALYTICS OFFICER – KUTRRH/DRIEDAO/376 – 1 POST

Job Description

The position of a Data Analytics Officer exists to help coordinate and provide specialized statistical solutions to the hospital.

Duties and Responsibilities

- i. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy.
- ii. Plan data collection methods for specific projects, and determine the types and sizes of sample groups to be used.
- iii. In development-phase projects, prepare the statistical component of protocols which meet project objectives, health authority guidelines, and clinical trial methodology standards.
- iv. Develops and/or apply statistical theories, methods, and software programs such as SPSS, SAS, R or Stata.
- v. Summarizes and interprets data into tabular and graphical formats amenable to principles of statistical inference and is responsible for the statistical component of reports describing studies, outcomes and methods used.
- vi. Provides specifications and directions to the clinicians/statistical programmers.
- vii. May partner in trial design and in establishing standards for clinical conduct, and the collection, management and/or reporting of data.
- viii. Present statistical results to non-statisticians
- ix. Exchange information of facts, statuses, ideas and issues to achieve objective, and influence decision-making.

Minimum Qualification and Experience

- i. Bachelor's degree in applied Statistics, Economics, Mathematics, Social Science or relevant fields from a reputable university.
- ii. Master's degree in any of the aforementioned fields of study from a recognized university.
- iii. Qualifications in Research Methods, Statistics, Qualitative and Quantitative Research Methods
- iv. Proficient in SPSS, SAS, R or Stata.
- v. Experience in processing large data.
- vi. Experience in handling of protected patient health information.
- vii. Experience in experimental design.
- viii. Experience writing or updating clinical reports/documents.
- ix. Minimum of 5-year work experience in statistical field with a proven track record in statistical planning and implementation.

Soft Skills Required

- i. Technical Report writing skills



- ii. Numerical skills
- iii. Analytical skills
- iv. Data visualization skills
- v. Written and verbal communication skills
- vi. Good interpersonal skills
- vii. Project Management Skills

7. BIOINFORMATICS OFFICER - KUTRRH/DRIEBO/377 – 1 POSTS

Job Description

The position of a Bioinformatics Officer exists to help scientists manage and process, and analyze genomic and molecular data the hospital.

Duties and Responsibilities

- i. Identify and develop software tools for efficient data integration and for mining biological data
- ii. Collaborate closely with scientists from a variety of disciplines
- iii. Build innovative frameworks for data integration and automated data mining
- iv. Develop reusable libraries
- v. Implement best coding practices to build and continually improve a company's computational capabilities and workflows
- vi. Apply computer tools to transform genomics data into higher yielding crops and pest control solutions
- vii. Share modern computational methods and bioinformatics solutions
- viii. Work closely with end users to identify, analyze and solve bioinformatics resourcing and application
- ix. Propose and implement novel bioinformatics analysis strategies adapted to analytical needs
- x. Report progress in relation to objectives and critical milestones to program leaders
- xi. Ensure compliance with all existing safety standards in the area of responsibility
- xii. Utilize data mining techniques to select algorithms to process, analyze, visualize and interpret clinical data.

Minimum Qualification and Experience

- i. Bachelor's degree in biological sciences, health related studies with information technology, biochemistry, medical scientists, computational biologists or relevant bachelor of science degree from a reputable university.
- ii. Master's degree in any of the aforementioned fields of study from a recognized university.
- iii. Minimum of 5-year work experience in bioinformatics field with a proven track record in research work.
- iv. Ability to use statistical software programs and interactive websites to retrieve data
- v. Experience in processing large data.
- vi. Experience in SPSS, SAS, R or Stata.

Soft Skills Required

- i. Computer programming skills
- ii. Organizational skills
- iii. Data management skills
- iv. Detail oriented
- v. Written and verbal communication skills
- vi. Good interpersonal skills
- vii. Project Management Skills

8. GRANTS WRITERS - KUTRRH/DPLRMGW/378 – 2 POSTS



Job Description

This is the entry grade and training for this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and Responsibilities

- i. Assisting in drafting funding proposals and briefs for programmes and projects;
- ii. Drafting work plans, resource mobilization documents and updating resource mobilization database;
- iii. Conducting basic research on stakeholders' opinions and practices on proposals; and
- iv. Establishing trends in donor funding.

Minimum Qualifications and Experience

For an appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines; Economics, Commerce (Finance or Accounting option), Business Management/Administration, Political Science, Anthropology, Sociology, Development Studies, International Relations and Diplomacy or its equivalent qualification from a recognized institution.
- ii. Postgraduate Diploma in any of the following disciplines; Project Planning, Strategic Management or its equivalent qualification from a recognized institution.
- iii. Registration with relevant Professional/ Regulatory Body where applicable.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Soft Skills Required

- i. Effective communication skills (both written & verbal communication skills)
- ii. Supervisory skills.
- iii. Good time management.
- iv. Decision-making and problem-solving skills.
- v. Target setting.
- vi. High standards of professional ethics.
- vii. Responsive, prompt and effective provision of services.
- viii. Team player.
- ix. Excellent interpersonal skills.
- x. Client service support and public relations.
- xi. Key Skills and Competencies (technical, numerical & analytical skills)
- xii. Project Management Skills

9. LIAISON OFFICER - KUTRRH/DPLRMLO/379 – 1 POST

Job Description

The liaison officer shall be tasked with coordination between the hospital and another entity. In this role, they will act as the middle person between the hospital and the other entity to streamline operations, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible.

Duties and Responsibilities



- i. Maintain thorough knowledge of the hospital's business, as well as an understanding of how that impacts the other entities of contact
- ii. Monitor, coordinate, and communicate the strategic objectives of the hospital
- iii. Collaborate and communicate successfully with other entities outside the hospital.
- iv. Work with other staff members to develop a greater understanding of the hospital and any issues that arise
- v. Develop and foster relationships with the community, stakeholders, and other entities
- vi. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the hospital and the other entity
- vii. Compile reports about particular incidents, events, or updates about an important issue for the hospital
- viii. Proactively solve misunderstandings and address issues that could arise
- ix. Promptly respond to incidents and other events as necessary
- x. Act as an ambassador of the hospital to the community
- xi. Any other duties that may be assigned by the Supervisor

Minimum Qualifications and Experience

- i. Advanced university degree (Master's degree or equivalent) in political science, international relations, environmental law, international law or a related field is required.
- ii. A first-level university degree (preferably in communications or a related field) combined with two additional years of qualifying work experience may be accepted in place of the advanced university degree.
- iii. A minimum of 2 years of progressively responsible work experience in international relations, governance and negotiations are required.
- iv. Experience in governmental liaison organizations on sustainable development issues is required.
- v. Experience in researching and drafting of official reports and correspondence for inter-governmental organizations is desirable.
- vi. Experience in policies, programmes and governing structures organizations is desirable.
- vii. Experience in the application of rules and protocols of organizations is desirable.
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Soft Skills Required

- i. Effective communication skills (both written & verbal communication skills)
- ii. Supervisory skills.
- iii. Good time management.
- iv. Decision-making and problem-solving skills.
- v. Target setting.
- vi. High standards of professional ethics.
- vii. Responsive, prompt and effective provision of services.
- viii. Team player.
- ix. Excellent interpersonal skills.
- x. Client service support and public relations.
- xi. Key Skills and Competencies (technical, numerical & analytical skills)
- xii. Project Management Skills

10. HVAC TECHNICIANS KUTRRH/DFSDHVACT/380 - 2 POSTS



Job Description

HVAC technicians will be responsible for the installation, maintenance, repair, inspection and monitoring of heating, ventilation and air conditioning (HVAC) as well as refrigeration equipment's.

Duties and Responsibilities

- i. Installation of heating, ventilation and air conditioning units.
- ii. Troubleshoots, maintains, inspects, and repairs, HVAC systems, Air conditioning and Refrigeration systems and equipment.
- iii. Carrying out breakdown and preventive maintenance activities on HVAC and Refrigeration systems.
- iv. Monitoring HVAC systems and their components for the purpose of evaluating the condition of the systems that guide on requisite maintenance and repairs.
- v. Preparing report on preventive, planned and breakdown maintenance of HVAC and Refrigeration systems.

Minimum Qualifications and Experience

- i. Diploma in Refrigeration and Air-conditioning.
- ii. Knowledgeable in health and safety procedures.
- iii. Able to work independently and as a team in a diverse environment.
- iv. Must be self-motivated with excellent problem-solving skills and customer service.
- v. Must have multi-discipline technical experience in air-conditioning and mechanical ventilation environment, with a minimum of 5 years' particular experience

Soft Skills Required

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

11. CORPORATION SECRETARY - KUTRRH/LSCS/381 - 1 POST

Position Summary

The Corporate Secretary job exists to ensure the integrity of governance framework, efficient administration, compliance with statutory and regulatory requirements, implement Board decisions and provide legal advice at KUTRRH.

Duties and Responsibilities

- i. Plan for all human and non-human resources required in running the affairs of the hospital board secretariat in the hospital.
- ii. Provide expert advice to the Board in respect of current legislations, corporate governance best practice requirements, role of directors, ethical standards, board reporting obligations and proper meetings procedures in the hospital.
- iii. Prepare and review Board and Committee charters, policies and procedures and ensure adherence to the same and other emerging governance policies and procedures in the hospital.



- iv. Arrange Board and Board Committees' meetings and functions, set agendas, compile and circulate papers, attend meetings, and take minutes, and initiate and direct action to give practical effect to decisions and actions arising out of meetings in the hospital.
- v. Manage the hospital board secretariat together with its assets such as the company seal, registration certificate and other legal documents and other resources and business in the hospital.
- vi. Manage and respond to correspondence directed to the Board, the Chair and other Board Members in the hospital.
- vii. Maintain the Board's online information-sharing portal by ensuring effective and efficient information flows: - within the Board; from the Board to its Committees and from the Committees to the Board; and between the Board and the Executive, and record declarations/conflicts of interest of Board Members in the hospital.
- viii. Maintain other records relevant to the Board and its operations within and without the hospital.
- ix. Facilitate the recruitment and induction of new Board Members in the hospital.
- x. Develop and maintain strategic relationships with key internal and external stakeholders such as the hospital executive committee, Ministry of Health, Ministry of Education, Ministry of Finance, and other governmental and non-governmental and private sector strategic partners to the hospital.
- xi. Advise the organization on the legal aspects of day-to-day administrative matters and also provide legal opinion/advise on industrial development matters.
- xii. Represent the organization in all issues requiring legal address-claims, defamation, legal suits etc.
- xiii. Coordinate legal activities within the hospital (in preparation of the organization legal documentations, chargers' leases, incubation agreements discharge, liaise with external lawyers for specified matters etc.)
- xiv. Perform other secretarial duties as reasonably required by the Chair and other Board Members from time to time.

Minimum Qualifications and Experience

- i. Bachelor of Law from a recognized institution
- ii. Master's Degree in Law or Social Sciences, MBA or related course will be an added advantage
- iii. Post Graduate Diploma in law from the Kenya School of Law
- iv. Member of the Law Society of Kenya with current practicing certificate
- v. Certified Public Secretary
- vi. Proficiency in computer applications.
- vii. Excellent knowledge of the State Corporation Act
- viii. Excellent knowledge of the Mwangozo Code of Governance for State Corporations
- ix. Knowledge of professional standards
- x. At least 10 years' working experience 5 of which should have been in managerial capacity
- xi. Practicing Advocate of the High Court of Kenya in Public Service or Private Sector

Soft Skills Required

- i. Communication skills
- ii. Interpersonal skills
- iii. Organizational skills
- iv. Listening skills
- v. Analytical skills
- vi. Patient and resilient
- vii. Ability to work under pressure



- viii. Ability to observe high level confidentiality

12. SENIOR NURSING OFFICER – ONCOLOGY - KUTRRH/DNSSNOON/382 - 1 POST

Position Summary

The Oncology Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. The purpose of the inpatient Oncology department is to promote and provide effective expectations of clients that enhance continuity of care. The SNO will be required to plan, analyze, design, monitor and provide advice on nursing issues, to assist in the development of a workforce strategic plan and to facilitate changes to staffing and models of care to ensure innovative, effective and efficient service delivery in collaboration with management. This position entails ensuring the delivery of high-quality nursing care in accordance with professional guidelines. The in charge will promote a culture that embraces best practice and identifies, evaluates and incorporates appropriate emerging trends in the practice of the clinical disciplines within their unit. The department serves mostly Oncology patients admitted in the hospital for inpatient care.

This position reports to Deputy Director - Nursing Services.

Duties and Responsibilities

- i. Contributes to the development, and manages the implementation and improvement of care delivery models and services that supports the continuous enhancement of care delivery and patient/family, employee and provide satisfaction for area of responsibility.
- ii. Applies the values of the nursing organization and assures compliance of the nurse practice acts abiding by nurses' rights and compliance with regulatory and professional standards for area of responsibility.
- iii. Ensures nurses adhere to set metrics of quality care indicators such as admission time, waiting times, discharge turnaround times and medication timings.
- iv. Fosters transparency, interdisciplinary collaboration, and accountability in area of responsibility.
- v. Enhances the quality and effectiveness of nursing practice, nursing services administration, and the delivery of services by participating in the delivery of patient and family education pertaining to chemotherapy regimens and treatment.
- vi. Ensures all patient activities of daily living are met individually: feeding, bathing, elimination, comfort (e.g. use of mosquito nets) and ambulation where indicated.
- vii. Optimizes resource allocation to support current and potential objectives and initiatives for area of responsibility.
- viii. Manages a multidisciplinary work force that provides clinically competent, efficient, and compassionate care and services in a professionally challenging environment.
- ix. Coordinates and directs the daily patient care operations of the unit by assigning unit workloads as per skill requirements to meet patient care needs.
- x. Assesses staff competencies and makes monthly balanced duty rotas for all nurses with optimization of hours required.
- xi. Delegates appropriate tasks to appropriate personnel, consistent with legal and professional guidelines and departmental standards.
- xii. Maintains clear communications with the nurses and the Head of Department - Oncology regarding unit needs and/or incidents.
- xiii. Serves as a resource person on the unit by participating in in-service education programmes for staff where need be.



Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing with Higher Diploma in Oncology Nursing or
- ii. Diploma in Nursing with Higher Diploma in Oncology Nursing
- iii. Experience of working in a busy Oncology Unit prior to joining the hospital
- iv. Proficiency in computer applications
- v. Registration with Nursing Council of Kenya
- vi. Above six (6) years' Oncology working experience

Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

13. SENIOR NURSING OFFICER – ACCIDENTS & EMERGENCY - KUTRRH/DNSSNOAE/383 - 1 POST

Position Summary

The Senior Nursing Officer (SNO) in the Accident & Emergency Department is held accountable for the nursing service to patients in the Department. This includes making provisions for the best possible nursing care of patients at all times; the nomination of persons to act up in his/her absence; assessment of patient care needs, the development, implementation and evaluation of care and the setting and monitoring of standards of care. The incumbent will also be held accountable for the day to day management of the Accident & Emergency Department. This includes the determination of work to be done, the rostering, organization and allocation of the work, teaching and training of nurses and support staff and participation in the ongoing development and evaluation of systems and programmes for delivery of care.

Duties and Responsibilities

- i. Manages and supports the day-to-day operations of assigned patient care area(s) in the Emergency Departments (ED).
- ii. Supervises all nurses, support staff, technicians working in the ED ensuring smooth workflows.
- iii. Oversees the preparation of the nursing rota schedules utilizing wage and flex staff as appropriate. The SNO shall adjust according to patient flow.
- iv. Ensure that all equipment are in good working condition, ensure timely calibration and in case of malfunction, report to the maintenance team promptly.
- v. Accurately forecasts and manages budget for the unit and ensures that any expenditures are within the budget. This also includes control of commodities, ordering and storage.
- vi. Develops and implements quality process improvement activities, interviews, hires, evaluates, coaches and disciplines staff in collaboration with the head of department.
- vii. Develops programs which address continuous quality improvement system ensuring compliance to set quality metrics such as waiting times, admission times, referral indicators and customer satisfaction while eliminating all wastes in ED processes.



- viii. Ensures compliance with all appropriate regulatory requirements specific to the unit and enhancing streamlined processes, patient experience and overall nurse performance.
- ix. The role is also a resource person for decision-making concerning patient care services, emergency response, non-clinical services and ensures that hospital policies and procedures are properly interpreted and applied. The SNO can recommend changes in policy, programs and physical resources required to achieve 24/7 hospital objectives.
- x. Ensures that the highest quality nursing care is provided to patients and their families by leading the improvement of the patient experience ensuring active involvement of patients, family members, significant others in the care planning process.
- xi. Carries out development and performance review interviews with individual nursing staff, using job specifications and performance/appraisal review documentation in accordance with the hospital policy and records judgement about the performance of each individual staff member.
- xii. Develops and manages partnerships with clinicians, physicians and administrative counterparts to achieve common goals and promote integration of multidisciplinary work groups.
- xiii. Orientates new staff in the unit, nurses, support staff, technicians denoting, key policies, patient pathways, HMIS documentation and teamwork approaches to care.
- xiv. Steer the team towards clinical research and health innovations necessary to attain optimal services in the department.
- xv. Undertake any other responsibility assigned by the supervisor in the delivery of care.

Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing with Higher Diploma Specialty Training in Accidents & Emergency
- ii. Diploma in Nursing with Higher Diploma in Accident & Trauma Specialty
- iii. Masters degree in a relevant and related field is an added advantage
- iv. Additional certification in the following courses is an added advantage
 - Basic Life Support (BLS) certification
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)
- v. Experience of working in a busy Accidents & Emergency Unit prior to joining the hospital
- vi. Registration with Nursing Council of Kenya
- vii. Above six (6) years' A&E working experience

Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills



14. SENIOR NURSING OFFICER GENERAL - KUTRRH/DNSSNOG/384 - 1 POST

Position Summary

The General Senior Nursing Officer (SNO) will be held accountable for the nursing service given to patients in the general and surgical wards. This includes making provisions for the best possible nursing care of patients at all times; the nomination of persons to act up in his/her absence; assessment of patient care needs, the development, implementation and evaluation of care and the setting and monitoring of standards of care. The incumbent will also be held accountable for determination of work to be done, the rostering, organization and allocation of the work, teaching and training of nurses and support staff and participation in the ongoing development and evaluation of systems and programmes for delivery of care.

This position reports to Deputy Director Nursing Services.

Duties and Responsibilities

- i. Manages and supports the day to day operations of the general/surgical wards.
- ii. Supervises all nurses, support staff including technicians working in the wards to ensure smooth workflows.
- iii. Oversees the preparation of the nursing rota, schedules utilizing wage and flex staff as appropriate. The SNO shall adjust coverage according to patient numbers influx.
- iv. Ensure that all equipment are in good working condition, ensure timely calibration and in case of malfunction, that he/she reports to the maintenance team promptly.
- v. Accurately forecasts and manages budget for the clinics and ensures that any expenditures are within the budget. This also includes control of commodities, ordering as per the procurement plan and storage.
- vi. Develops and implements quality process improvement activities, interviews, hires, evaluates, coaches and disciplines staff in collaboration with the head of department.
- vii. Develops programs which address continuous quality improvement system ensuring compliance to set quality metrics such as waiting times, admission times, customer satisfaction and compliance to the service delivery charter.
- viii. Ensures compliance with all appropriate regulatory requirements specific to the unit and enhancing streamlined processes, patient experience and overall nurse performance.
- ix. The role is also a resource person for decision-making concerning patient care services, emergency response, non-clinical services and ensures that hospital policies and procedures are properly interpreted and applied.
- x. Initiates major disaster plans when necessary. Directs staff in the event of a disaster, fire, or other emergency within the department or outside in which the department may be involved.
- xi. Ensures that the highest quality nursing care is provided to patients and their families by leading the improvement of the patient experience, appointment bookings, patients after follow-ups and complaints handling.
- xii. Carries out development and performance review interviews with individual nursing staff, using job specifications and performance/appraisal review documentation in accordance with hospital policy and records judgement about the performance of each individual staff member.
- xiii. Develops and manages partnerships with clinicians, physicians and administrative counterparts to achieve common goals and promote integration of multidisciplinary work groups.
- xiv. Orientates new staff in the clinics: nurses, support staff, consultants and technicians denoting, key policies, patient pathways, HMIS documentation and teamwork approaches to care.



- xv. Steer the team towards clinical research, health innovations necessary to attain optimal services in the department.
- xvi. Ensures all clinicians report timely to work, are available, and that their claims are submitted on time for smooth workflows.
- xvii. Any other duties as may be assigned by supervisor.

Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing
- ii. Diploma in Nursing with a Higher Diploma in any specialty.
- iii. Masters degree in a relevant and related field is an added advantage
- iv. Prior experience in nursing leadership position
- v. Registration with Nursing Council of Kenya
- vi. Above nine (9) years' general nursing experience

Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

15. HEAD OF NURSING INSTITUTE - KUTRRH/DTCBHNI/385 - 1 POST

Position Summary

The Head of Nursing Institute will be responsible for managing the policies, regulations, and procedures to ensure that all nursing students are supervised in a safe learning environment that meets the approved curricula and mission of the Institute. Achieving academic excellence requires that the Principal works collaboratively and communicates effectively with the KUTRRH Management and Board of Directors and other stakeholders to direct and nurture all members of the institute staff. Inherent in the position are the responsibilities for scheduling, Curriculum enhancement, extra curricula activities, personnel management, emergency procedures, and facility operations.

Duties and Responsibilities

- i. Provides administrative oversight of nursing education ensuring continued program updates including modifications to courses, and maintaining vitality and relevance of the programs.
- ii. Supervises the development of the Nursing Institute programs and serves as liaison to external accrediting bodies.
- iii. Assists in the recruiting and admission of students into the programs.
- iv. Documents and performs frequent graduation audits of student records.
- v. Works with the Training Manager, Deputy Director, Training and Capacity Building and Director Training and Capacity Building to establish schedules and faculty workloads for faculty and staff.
- vi. Participates in committees, schedules and regular Nursing Institute meetings.
- vii. Ensures quality advising for students enrolled in nursing courses and students wanting to apply to the programs.



- viii. Prepares annual reports to the state and national accrediting agencies, providing leadership in all program accreditation and re-accreditation activities.
- ix. Ensures that syllabi are prepared and made available to students.
- x. Conducting periodic evaluation of courses offered and ensure necessary facilities such as laboratories are available and well maintained.
- xi. Observes classroom presentations as necessary and provides feedback to ensure quality instruction across the Nursing Institute.
- xii. Manages the nursing institute's budget in accordance to the guidelines set by the Director, Training and Capacity Building.
- xiii. Assist the department in writing their annual performance goals.
- xiv. Mediates program issues, and participates in the student grievance process.
- xv. Updates the Academic Catalog and Webpage as it relates to the Nursing Institute when needed.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN).
- ii. Master's degree preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university.
- iii. A Diploma in Medical Education or PhD preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university will be an added advantage.
- iv. Must be a holder of at least a post-basic diploma in specialized nursing.
- v. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- vi. Must have been teaching in a Medical/ Nurse or any other relevant training institution for a minimum period of 3 years and have demonstrated leadership qualities at Supervisory/ Management level.
- vii. Demonstrated good leadership skills preferably in a medical department or school or any other relevant institution.
- viii. Proven leadership qualities with strong team work and excellent communication skills.
- ix. Demonstrable capacity in strategic thinking and excellent administrative and managerial skills.
- x. Proper understanding of financial management, good public relations and resource mobilization skills.
- xi. A high degree of computer proficiency and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xii. Registered with the Nursing Council of Kenya and possess a valid practice license.

Soft Skills Required

- i. Excellent verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization
- ii. Superior interpersonal skills and team work
- iii. High degree of professionalism and ethics
- iv. Have the ability to meet competing deadlines
- v. Leadership skills
- vi. Self-motivated
- vii. Be open to change and respond quickly to internal and external demands
- viii. Innovative and creative thinker
- ix. Research and development skills
- x. High degree of integrity and accountability



16. TUTORS NURSING INSTITUTE (CRITICAL CARE) - KUTRRH/DTCBTTUTCC/386 – 2 POSTS

Position Summary

This position is responsible for delivery of quality instruction to Nursing Trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN)/DAN.
- ii. Must be a holder of at least a post-basic diploma in specialized nursing.
- iii. Must have a minimum possession of a Diploma in Medical education of DAN/BSCN or its equivalent, approved by the Nursing Council of Kenya.
- iv. Must have post-graduate Diploma in Critical Care.
- v. A Master's Degree will be an added advantage.
- vi. Must be able to provide instruction at various levels within the program areas.
- vii. Must have experience in developing course curriculum as per accreditation and international standards.
- viii. Must possess specialist knowledge and the ability to operate specialist programs and equipment
- ix. Must have effective presentation skills, both theoretical and practical.
- x. Must have a proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xi. Must have minimum of three (3) years teaching/training experience within a relevant educational/clinical setting
- xii. Must have at least 5 years' experience in a hospital providing primary care.
- xiii. Registered with the Nursing Council of Kenya and possess a valid practice license.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.
- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.

Soft Skills Required

- i. Excellent verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization
- ii. A high degree of computer literacy and demonstrated ability to integrate technology into the learning environment and teaching methodology
- iii. Superior interpersonal skills and team work
- iv. High degree of professionalism and ethics
- v. Research and development skills



17. TUTORS NURSING INSTITUTE (ONCOLOGY) - KUTRRH/DTCBTTUTONC/387 – 2 POSTS

Position Summary

This position is responsible for delivery of quality instruction to Nursing Trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN)/DAN.
- ii. Must be a holder of at least a post-basic diploma in specialized nursing.
- iii. Must have a minimum possession of a Diploma in Medical education of DAN/BSCN or its equivalent, approved by the Nursing Council of Kenya.
- iv. Must have a post-graduate diploma in Oncology
- v. A Master's Degree will be an added advantage.
- vi. Must be able to provide instruction at various levels within the program areas.
- vii. Must have experience in developing course curriculum as per accreditation and international standards.
- viii. Must possess specialist knowledge and the ability to operate specialist programs and equipment
- ix. Must have effective presentation skills, both theoretical and practical.
- x. Must have a proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xi. Must have minimum of three (3) years teaching/training experience within a relevant educational/clinical setting
- xii. Must have at least 5 years' experience in a hospital providing primary care.
- xiii. Registered with the Nursing Council of Kenya and possess a valid practice license.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.
- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.

Soft Skills Required

- i. Excellent verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization
- ii. A high degree of computer literacy and demonstrated ability to integrate technology into the learning environment and teaching methodology
- iii. Superior interpersonal skills and team work
- iv. High degree of professionalism and ethics
- v. Research and development 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 **4th May 2021**. Detailed job descriptions can be accessed on the Kenya University Teaching, Referral and Research Hospital careers portal: www.kutrrh.go.ke/careers

Only shortlisted candidates will be contacted.

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

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

Please take note that all communication to potential candidates is specifically through official telephones/ email.

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.