



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

JOB DESCRIPTIONS FOR VACANT POSITIONS IN KUTRRH

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 officers on **full time basis** for a **three (3) year contract**.

1. MATERNAL & FETAL MEDICINE SPECIALIST - KUTRRH/DCSMATS/389 – 1 POST

Position Summary

The maternal-fetal specialist will take care of women having complicated or high-risk pregnancies. The specialist should be an Obstetricians who has completed two (2) years of clinical training in Maternal and Fetal Medicine.

Duties and Responsibilities

- i. Inpatient care of antepartum patients and key lead in obstetric care
- ii. Overseeing scheduling and management of patients of the perinatal unit
- iii. Handling the outpatient high risk obstetric clinics
- iv. Conducting antenatal testing and outpatient consultations
- v. Participate in research, training, and supervision of residents
- vi. Carrying out early pregnancy screening ultrasound, advanced fetal ultrasound
- vii. Perform prenatal diagnostic procedures, including but not limited to:
 - a. Amniocentesis,
 - b. Chronic villus sampling,
 - c. placental biopsies, and
 - d. Umbilical Cord Blood Sampling
- viii. Management of a range of fetal conditions
- ix. Participate in community education and scientific programs assigned.
- x. Shall use and endorse the use of all the Hospital's automated systems, as appropriate, including the Hospital Management Information System (HMIS);
- xi. Maintain a clinical presence at the hospitals, on-site patient care and consultative services.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery (MBChB)/ Medical Degree)
- ii. Masters in Obstetrics & Gynecology from a reputable institution



- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Subspecialty recognition in maternal fetal medicine by the Kenya Medical Practitioners and Dentists Council
- v. Valid practicing license.
- vi. A valid professional insurance indemnity cover.
- vii. Must be ready and willing to teach and work with residents and medical students

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Advanced analytical skills regarding evaluation and treatment required
- v. Team player

2. NEONATOLOGIST - KUTRRH/DCSNEON/390 – 1 POST

Position Summary

The Neonatologist will diagnose and treat newborns with conditions such as breathing disorders, all sorts of infections, and handle birth defects. They will also coordinate care and medically manage newborns born prematurely, critically ill, or in need of surgery. The neonatologist will primarily manage the medical care for these at-risk newborns.

Duties and Responsibilities

- i. Caring for newborn infants until they are ready to go home.
- ii. Providing prenatal care for high-risk infants.
- iii. Assisting in premature or problematic deliveries and helping if complications arise or if medical attention is necessary immediately after birth.
- iv. Caring for infants' nutrition to ensure optimal growth and development and finding alternative ways to feed infants who struggle to suckle.
- v. Prescribing medications and treating infants born with infections or who contract infections after birth.
- vi. Performing heart-lung bypass procedures for infants with breathing difficulties due to underdeveloped or damaged hearts and lungs.
- vii. Providing support to parents and helping them to understand and make decisions regarding their infant's condition and treatment.
- viii. Ensuring parents have sufficient opportunities to bond with their infants.
- ix. Contribute to the proper running of the neonatal intensive care unit.



- x. Conducting research and clinical trials.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery (MBChB)/ Medical Degree)
- ii. Masters in Pediatrics and Child Health from a reputable institution
- iii. Sub specialization in neonatology and the successful completion of a residency and fellowship program.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Subspecialty recognition in neonatology by the Kenya Medical Practitioners and Dentists Council
- vi. Valid practicing license.
- vii. A valid professional insurance indemnity cover.
- viii. A willingness to work long hours and remain on-call for emergency situations.
- ix. The ability to work under pressure.
- x. Strong communication skills, patience and empathy towards patients and their families.
- xi. Strong dedication and motivation for helping newborn infants.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

3. AUDIOMETRISTS - KUTRRH/DCSAUDM/391 – 2 POSTS

Position Summary

To reduce the burden of hearing disability through early detection, and treatment of hearing impairment, especially in infants and young children. Effectively manage rehabilitation of hearing impairment especially in infants and young children. Manage the audiology services to encompass universal neonatal screening at KUTRRH.

Duties and Responsibilities

- i. Conducting behavioral, electro acoustic and electrophysiological measures on hearing and imbalance.
- 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 audiology or clinical audiology, or equivalent qualification from a recognized institution; and
- ii. Membership to the Kenya Society of Audiologists.
- iii. A minimum of two (2) years working experience as audiometrist in a reputable hospital or health facility.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

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

Position Summary

The Nephrologist's job exists to provide specialized medical nephrology services, coordinate research & conduct training for continuous improvement of nephrology services at KUTRRH.

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 and in the KUTRRH Health Management Information System.
- vi. Supervise medical students and registrars.



Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery (MChB)/ Medical Degree
- 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. Subspecialty recognition in nephrology by the Kenya Medical Practitioners and Dentists Council
- vi. Valid practicing license.
- vii. A valid professional insurance indemnity cover.
- viii. Proficiency in computer applications.
- ix. A minimum of two (2) years' working experience as a Nephrologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

5. GENERAL PHYSICIAN - KUTRRH/DCS/PHY/292 - 3 POSTS

Position Summary

The General Physician's job exists to coordinate and provide specialized general medical services, medical research, and training as part of a multidisciplinary clinical team for internationally acceptable patient outcomes. The position holder shall also be mandated to promote a continuous improvement approach to patient management.

Duties and Responsibilities

- i. Plan for general medical services and resources in the internal medicine unit of the hospital.
- ii. Provide specialized medical services and service delivery in the internal medicine unit of the hospital, ensuring that they meet the expected standards of quality, quantity, and compliance.
- iii. Coordinate internal medicine referral services within and without the hospital according to the specialized medical services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.



- iv. Provide medical research and training within the internal medicine unit of the hospital as well as ensure collaboration and cooperation other clinical teams at KUTRRH.
- v. Offer specialized internal medical services' advice to the hospital executive and other sections/units and the public.
- vi. Work with other medical specialists to solve single or multiple medical issue (s) or support the performance of extensive surgery, when required in the hospital.
- vii. Prepare and disseminate periodic reports appropriately.
- viii. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery (MChB)/ Medical Degree
- ii. Master of Medicine in (Internal Medicine) from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. A valid medical practicing license.
- vi. Professional insurance indemnity cover.
- vii. Proficiency in computer applications.
- viii. At least two (2) years of working experience as a General Physician in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

6. HIV TESTING SERVICES COUNSELLORS – KUTRRH/DCSHTSCOUN/392 – 2 POSTS

Position Summary

The position exists to provide patient consultation and implement individualized psychological treatment with a bias to HIV testing and counselling services.

Duties and Responsibilities

- i. Create demand for HTS by conducting health talks at the waiting bays and thorough eligibility screening.
- ii. Perform provider-initiated HIV Testing and counselling at all service points (i.e. outpatient & inpatient, TB, etc.) with total coverage and thorough eligibility screening to identify eligible client for testing in the facility.



- iii. Plan and implement high yield strategies i.e. HIV testing services for families and sexual partners/contacts of people living with HIV (Partner Notification services (PNS) and Family and Partner Testing and Counselling.
- iv. Ensure integration of other health services in provision of HTS services
- v. Take a lead role in the mapping of HTS expansion areas within the facility to help in the identification of men and young people.
- vi. Maintain referral charts/ dairies and coordinate intra and inter facilities referrals.
- vii. Implement strategies for referrals and linkages of newly diagnosed HIV infected clients between HTS points and the HIV clinics (CCC).
- viii. Carry out proper documentation and reporting of HTS activities and compilation of weekly, monthly, and quarterly reports (KTRRH and MOH reports)
- ix. Maintain compliance to KUTRRH and national policies i.e. national testing algorithms, standard operating procedures, and job aids.
- x. Participate in internal and external quality assurance measures in HTS i.e. PT, counselling supervision.
- xi. Manage allocated HTS commodities, ensure there are no testing interruptions and ensure quality HTS service provision.

Minimum Qualification and Experience

- i. Diploma in counseling or any other health related field
- ii. A degree in counselling or a related and relevant field from a recognized university will be an added advantage
- iii. NASCOP certified training in provision of HIV testing services (HTS)
- iv. Training in HIV/AIDS prevention, care, and treatment.
- v. Demonstrable computer literacy and health management information systems applicable skills.
- vi. One (1) year working experience in HTS service provision.

Soft Skills Required

- i. Elicitation, tracing, and testing of contacts from the index client
- ii. Ability to maintain confidentiality
- iii. Good communication skills
- iv. Good analytical skills
- v. Counselling skills
- vi. Good organizational skills – planning and implementation
- vii. Ability to work under minimum supervision and pro-activeness
- viii. Good report writing skills
- ix. Ability to capacity built and mentor others
- x. Knowledge of the relevant MOH reporting tools



7. MORTICIANS - KUTRRH/DCSMORT/393 – 2 POSTS

Position Summary

Reporting to the Senior Mortician, the Morticians' job exists to provide funeral services at the funeral home of KUTRRH.

Duties and Responsibilities

- i. Ensure that the funeral home preservation equipment and other machinery are in the right condition and thus functioning properly for the provision of quality funeral services delivery in the funeral home of the hospital.
- ii. Report any malfunction of any funeral home equipment and other machinery to the senior mortician in the funeral home of the hospital.
- iii. Work in collaboration with hospital public health office in the implementation of all health and sanitation policies, procedures, and practices in the funeral home of the hospital.
- iv. Obtain information needed to complete legal documents, such as death certificates or burial permits at the funeral home of the hospital.
- v. Provide proper record keeping and provide custody of all documentation at the funeral home of the hospital.
- vi. Receive, prepare, preserve, and prepare and dispatch bodies to the family members if deceased at the funeral home of the hospital.
- vii. Consult with families or friends of the deceased to arrange funeral details, such as obituary notice wording, casket selection, or plans for services of the funeral home of the hospital.
- viii. Plan, schedule, or coordinate funerals, burials, or cremations, arranging details such as floral delivery or the time and place of services at the funeral home of the hospital.
- ix. Prepare bodies for burial by cleaning and embalming them with the appropriate clothing materials at the funeral home of the hospital.
- x. Provide information on funeral service options, products, or merchandise and maintain a casket display area at the funeral home of the hospital.
- xi. Discuss and negotiate prearranged funerals services with clients at the funeral home of the hospital.
- xii. Support in running the funeral home operations, including the hiring, training, or supervision of embalmers, funeral attendants, or other staff at the funeral home of the hospital.
- xiii. Maintain the proper cleanliness, hygiene and sanitation of the funeral home facilities and grounds, in the hospital.
- xiv. Assist in Autopsy procedures under the supervision of the Pathologist.

Minimum Qualifications and Experience

- i. Diploma in Medical Laboratory Science/Technology from a recognized institution.
- ii. Certificate in mortuary practice from a recognized institution.
- iii. Knowledge of relevant legislations



- iv. Knowledge of professional standards
- v. Registration with the relevant regulatory body if applicable.
- vi. Proficiency in computer applications.
- vii. At least two (2) years working experience as a mortician in a reputable funeral home.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

8. SENIOR NURSING OFFICER ICU - KUTRRH/DNSSNOICU/394 – 1 POST

Position Summary

The ICU Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. This position entails ensuring the delivery of high-quality nursing care in accordance with legislative requirements and professional guidelines. This position reports to Deputy Director - Nursing Services.

Duties and Responsibilities

- i. Ensure patient needs are met; treatment, safety, feeding and overall nursing care.
- ii. Supervise nursing and other staff in the unit to ensure that they perform their duties as required.
- iii. Ensure a balanced duty rota and meet required hours for the nurses.
- iv. Maintains proper continuity of care at take-over and bedside hand over of reports, ensuring that their communication is clear at all times.
- v. Ensure that all equipment is in good working condition, ensure timely calibration and in case of malfunction. Report to the maintenance team promptly.
- vi. Maintain availability of minimum stock of commodities and supplies to ensure optimal provision of services in the unit.
- vii. Coordinate seamless admission and discharge processes as per the nursing policy.
- viii. Report all reportable incidences in the line of duty on a daily basis.
- ix. Coordinate with other hospital departments in the provision of care such as radiology, laundry, laboratory, and pharmacy.
- x. Undertake any other responsibility assigned by the management in the delivery of care.
- xi. Performing any other duties as may be assigned from time to time.

Minimum Qualifications and Experience



- i. Bachelor's Degree in Nursing with Higher Diploma in Critical Care Nursing or
- ii. Diploma in Nursing with Higher Diploma in Critical Care Nursing
- iii. Master's degree in nursing or any relevant field from a reputable institution will be an added advantage
- iv. Experience of working in a busy Critical Care Unit prior to joining the hospital
- v. Registration with Nursing Council of Kenya
- vi. Proficiency in computer applications
- vii. Minimum cumulative working experience of ten (10) years as a nurse, five (5) years of which must have been as a specialized ICU nurse.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

9. SENIOR NURSING OFFICER RENAL - KUTRRH/DNSSNOREN/395 – 1 POST

Position Summary

The Renal Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. This position entails ensuring the delivery of high-quality nursing care in accordance with legislative requirements and professional guidelines. This position reports to Deputy Director - Nursing Services.

Duties and Responsibilities

- i. Ensure patient needs are met; treatment, safety, feeding and overall nursing care by verifying that patients are taking all prescribed medications and performs medication reconciliation.
- ii. Supervise nursing and other staff in the unit to ensure that they perform their duties as required, ensuring a balanced duty rota and coverage.
- iii. Ensure that all dialysis equipment are in good working condition, ensure timely calibration, oversees disassembly and disinfection of dialysis equipment and in case of malfunction, the SNO reports to the maintenance team promptly.
- iv. Assesses, prepares, and can assist in cannulation of a patient's vascular access (including needle insertion in arteriovenous fistula or grafts for aseptic connection with dialysis equipment).
- v. Oversees the preparation of the delivery system, dialysate bath, and dialyzer and confirms that all mandatory alarm tests on the dialyzer and equipment are performed.



- vi. Performs surveillance on dialysis accesses (catheter, fistula, graft) for early signs of failure or infection; this includes (if needed and after receiving the appropriate training)
- vii. Maintain availability of minimum stock of commodities and supplies to ensure optimal provision of dialysis services in the unit and also stock monitoring.
- viii. Coordinate with other hospital departments in the provision of care such as laboratory and nutrition services ensuring timely referrals if need be.
- ix. Performs surveillance and testing of dialysis water treatment equipment and dialysis water (such as chlorine, hardness, conductivity, water cultures) to ensure that these machines are operating within the parameters set in the facility's written protocols.
- x. Participates in quality improvement activities to include collection of data for the dialysis unit in elements such as infection rates, patients' satisfaction or patients' education.
- xi. Provides leadership in improving patient care, maintaining standards of care, directing and teaching personnel in a variety of settings, and providing nurses responsibilities as needed while demonstrating an in-depth understanding of infection control and prevention of transmission of blood borne pathogens.
- xii. Works closely with others on the dialysis team and participates in interdisciplinary team meetings.
- xiii. Review physician orders for dialysis patients, collect pre-treatment dialysis data, and review patient records prior to dialysis.
- xiv. Ensure nurses conduct post dialysis assessment and patient discharge by evaluating treatment, documenting medication administration, utilizing the appropriate protocols, assessing condition of vascular access, discharging the patients when vital signs are stable, and documenting and recording patient treatment data.
- xv. Undertake any other responsibility assigned by the management in delivery of care and providing coverage to the dialysis department.
- xvi. Performing any other duties as may be assigned from time to time.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing with Higher Diploma in Nephrology Nursing or
- ii. Diploma in Kenya Registered Community Health Nursing with Higher Diploma in Nephrology Nursing.
- iii. Master's degree in nursing or any relevant field from a reputable institution will be an added advantage.
- iv. Minimum cumulative working experience of ten (10) years as a general nurse, three (3) years of which must have been as a specialized renal nurse.
 - v. Professional training in renal related courses is an added advantage.
 - vi. Experience of working in a busy renal dialysis unit is required.
 - vii. Registration with Nursing Council of Kenya.
 - viii. Proficiency in computer applications.



Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

10. SPECIALIZED NURSES - A&E - KUTRRH/DNSNOAE/396 - 10 POSTS

Position Summary

Reporting to the Senior Nursing Officer, the A&E Nursing Officers' job exists to provide general nursing services and patient care and provide nursing research and training at KUTRRH.

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency unit of the hospital.
- ii. Transfer referred patients from the wards 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 at the wards.
- v. Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital.
- vi. Administer medication to patients 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 hospital, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- ix. Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital.
- x. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital.
- xi. Guide and mentor junior nursing officers, interns and nursing students, together with their work in the hospital.
- xii. Provide nursing services research and training to students at the accident and emergency of the hospital.
- xiii. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications and Experience

- i. A Diploma and/or a Bachelor's degree in Nursing from a recognized institution



- ii. A higher Diploma in specialized nursing (A & E specialization) from a recognized institution
- iii. Knowledge of relevant legislations
- iv. Knowledge of professional standards
- v. Proven track record of nursing research and training in a reputable institution
- vi. Professional qualification required to perform effectively in the role
- vii. Registration with the Nursing Council of Kenya and Valid Practice License
- viii. Must have a valid resuscitation training certificate
- ix. Proficiency in computer applications
- x. At least two (2) years' A&E working experience

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

11. SPECIALIZED NURSES – RENAL - KUTRRH/DNSNOREN/397 - 10 POSTS

Position Summary

Reporting to the Senior Nursing Officer, the Renal Nursing Officers' job exists to provide general nursing services and patient care and provide nursing research and training at the KUTRRH.

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the hospital.
- ii. Transfer referred patients from the Renal unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to patients in the Renal unit.
- iv. Ensure cleanliness and tidiness at the Renal unit of the hospital.
- v. Support Medical Officers and Medical Specialists in attending to patients in the Renal unit.
- vi. Administer medication to patients in the Renal unit as prescribed by Medical Officers and Medical Specialists.
- vii. Administer patient care and nursing to outpatients in the Renal unit.
- viii. Monitor patients' progress in the Renal unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists.
- ix. Liaise with other healthcare staff in handling patients with multiple or complex medical conditions.



- x. Ensure that the nursing areas of the hospital are clean and tidy in compliance with sanitation standards of the hospital.
- xi. Perform any other duties as may be assigned in healthcare management

Minimum Qualifications and Experience

- i. Diploma and/or degree in Nursing from a recognized institution
- ii. Higher Diploma in Specialized Nursing (Renal) from a recognized institution
- iii. Proficiency in Computer Applications
- iv. Knowledge of relevant legislations
- v. Knowledge of professional standards
- vi. Registration with the Nursing Council of Kenya
- vii. Valid Practice License
- viii. Above two (2) years' Renal working experience

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

12. SPECIALIZED NURSES - THEATRE - KUTRRH/DNSNOTHEAT/398 - 10 POST

Position Summary

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

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the unit.
- ii. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Help plan, carry out, and assess treatment for patients undergoing surgery.
- iv. Involved in the care of patients before, during, and after surgery.
- v. Responsible for choosing and handling instruments and supplies used during surgery.
- vi. Setting up a sterile area in preparation for surgery, helping the surgical team with gowns and gloves, and handing instruments to the surgeon.
- vii. Developing a patient plan of care, reviewing preoperative assessments with patients, and managing activities in the operating room.
- viii. Cares for patients immediately after surgical procedures and anesthesia.



- ix. Ensure cleanliness and tidiness in the surgical unit.
- x. Support Medical Officers and Medical Specialists in the unit.
- xi. 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.
- xii. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- xiii. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- xiv. Provide nursing services research and training to students at the unit of the hospital.
- xv. Ensure that nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications

- i. Diploma and/or a Bachelor of Science in Nursing from a recognized institution.
- ii. Higher Diploma in Perioperative/Theatre Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya and Valid Practice License.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Proven track record of nursing research and training in a reputable institution
- vii. Proficiency in Computer Applications
- viii. At least two (2) years working experience as a perioperative/theatre nurse in a reputable health facility.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

13. SPECIALIZED NURSES - CRITICAL CARE - KUTRRH/DNSNOCC/399 - 15 POSTS

Position Summary

The Critical Care Nursing Officer's job exists to provide advanced nursing services and patients care in the ICU and HDU, to provide nursing research and training and advise on the same at KUTRRH.

Duties and Responsibilities



- i. Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital.
- ii. Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital.
- iii. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, or pressure lines, and identify malfunctioning equipment or devices, and report the same to the biomedical engineering section of the hospital.
- iv. Receive patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital.
- v. Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.
- vi. Ensure the provision of quality critical care nursing services to the admitted critically ill patients, based on assessment data or identified needs in the hospital.
- vii. Monitor patients for their progress and changes in status and indications of health conditions such as sepsis or shock and institute appropriate interventions together with medical specialists in the hospital.
- viii. Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital.
- ix. Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital.
- x. Monitor patients' fluid intake and outlet to detect any emerging problems such as fluid and electrolyte imbalances among patients in the critical care centers of the hospital.
- xi. Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- xii. Coordinate patient care conferences and participate in the development, review, or evaluation of critical care nursing practice protocols in the critical care centers of the hospital.
- xiii. Mentor and guide other junior nursing officers, interns, and students in the critical care centers of the hospital.
- xiv. Provide nursing research and training to students in the critical care centers of the hospital.

Minimum Qualifications and Experience

- i. A diploma and/or bachelor's degree in nursing from a recognized institution.
- ii. Higher Diploma in Critical Care Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License as a Critical Care Nurse.
- v. Must have a valid resuscitation training certificate in life saving course.
- vi. Proficiency in computer applications.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proven track record of nursing research and training in a reputable institution.
- x. At least two (2) years working experience as a Critical Care Nursing Officer in reputable health facility.



Soft Skills Required

1. Communication skills
2. Organizational skills
3. Observant and compassionate
4. Analytical skills
5. Team player

14. PENSION OFFICERS - KUTRRH/DHRDPO/400- 2 POSTS

Position Summary

The position is responsible for ensuring KUTRRH Pension Scheme complies with the relevant legislation and the Terms of Authorization issued by RBA through establishing procedures of sound governance for the scheme. This position will oversee all day-to-day operations of the pension scheme including keeping an upto-date members record.

Duties and Responsibilities

- i. Develop and implement policies, processes, procedures for the continuous and effective operationalization of the strategic direction of KUTRRH pension scheme administration.
- ii. Ensures effective maintenance of records which include up to date individual membership records of serving employees, retired members, and the rate of their basic pensions.
- iii. Maintain all pension records, including information on employer and employee contributions.
- iv. Carrying out statutory compliance of pension as stipulated by the Retirement Benefits Authority (RBA) and Kenya Revenue Authority (KRA).
- v. To provide up to date management reports on monthly basis and periodically as required.
- vi. Certify all entries, exits, increases, and decreases in the payroll.
- vii. Process benefits to retiring pension members.
- viii. Process benefits to the beneficiaries of a deceased Pension member.
- ix. Provide pension information and advice to members.
- x. Reconcile contributions and membership data and filing and archiving.
- xi. Provides guidance, leadership, and direction to the management to facilitate the achievement of the Pension's Mission and Values.
- xii. Perform any other duties as may be assigned from time to time.

Minimum Qualifications and Experience

- i. A Bachelor's degree in actuarial science, business administration, finance, Commerce, accounting, or any other relevant field from a recognized institution.
- ii. A Master's degree in actuarial science, business administration, finance, commerce, accounting, or any other relevant and related field from a recognized university will be an added advantage.



- iii. Knowledge of pension administration industry and concepts.
- iv. Knowledge of the Retirement Benefits Authority (RBA's) regulatory requirements.
- v. Must have impeccable planning skills.
- vi. Must be computer proficient.
- vii. At least three (3) years' working experience in Pension Scheme administration.

Soft Skills Required

- i. Effective communication skills (both written & verbal communication skills)
- ii. Good presentation skills
- iii. Ability to produce timely and quality reports
- iv. High standards of professional ethics
- v. Team player
- vi. Excellent negotiation skills
- vii. Must be able to work under pressure
- viii. Excellent interpersonal skills
- ix. Excellent listening and customer care skills
- x. Leadership and supervisory skills

If your background and competencies match the specifications of the position 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 must 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 **17th August 2021**

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



www.kutrrh.go.ke

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