



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

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CAREER OPPORTUNITIES

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 professionals on a **performance-based renewable contract** as follows:

1. NEPHROLOGISTS - V/FT/1/2021 – 2 POSTS

Duties and Responsibilities

- i. Managing patients with kidney disorders or injuries.
- ii. Review and establish care plans for patients with renal diseases and disorders.
- iii. Prescribe renal replacement therapy for patients with kidney diseases.
- iv. Will be part of a multi-disciplinary team for the kidney transplant program.
- v. Consult other specialists especially in critical care units as part of a multidisciplinary team.
- vi. Guide, mentor and supervise medical students and registrars.
- vii. Provide nephrology research and training within the hospital.

Minimum Qualifications and Experience

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

Soft Skills Required

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



2. OPHTHALMOLOGIST - V/FT/2/2021– 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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

3. MATERNAL & FETAL MEDICINE SPECIALIST - V/FT/3/2021 – 1 POST

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: Amniocentesis, Chronic villus sampling, placental biopsies, and Umbilical Cord Blood Sampling.
- viii. Management of a range of fetal conditions.
- ix. Participate in community education and scientific programs assigned.
- x. Maintain a clinical presence at the hospitals, on-site patient care and consultative services.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.



- ii. Masters in Obstetrics & Gynecology from a recognized institution.
- iii. Fellowship in maternal fetal medicine from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.

Soft Skills Required

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

4. PEDIATRIC SURGEON - V/FT/4/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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



- vi. Team player

5. CARDIOLOGISTS - V/FT/5/2021 – 2 POSTS

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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

6. RADIOLOGISTS - V/FT/6/2021 – 3 POSTS

Duties and Responsibilities

- i. Interpreting the results from diagnostic imaging procedures to determine diagnoses.
- ii. Communicating and discussing results and diagnoses with physicians.
- iii. Suggesting most appropriate medical imaging techniques, when necessary.
- iv. Informing patients about the medical imaging process.
- v. Performing or directing radiology staff to carry out image-guided, diagnostic procedures.
- vi. Working with radiographers to perfect image quality.



- vii. Following medical protocols for resuscitation, bleeding, infection, or other emergency situations, when necessary.
- viii. Develop SOPs and policies for radiology department.

Minimum Qualifications and Experience

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

Soft Skills Required

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

7. GYNECOLOGICAL ONCOLOGIST - V/FT/7/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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



Soft Skills Required

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

8. GENERAL PEDITRICIANS – V/FT/8/2021 – 2 POSTS

Duties and Responsibilities

- i. Conduct regular thorough examinations on newborns and young children to check and record their health and normal physical development.
- ii. Examine sick children to determine their condition and ask intuitive questions to gather information about symptoms.
- iii. Prescribe and interpret appropriate lab tests to gain more information for possible infections or abnormalities.
- iv. Prepare and administer vaccines according to the governmental vaccination plan.
- v. Examine and treat injuries and refer the little patients to physicians of other disciplines when necessary (e.g. surgeons, ophthalmologists, orthopedists etc.)
- vi. Advise parents on children's diet, exercise and disease preventive measures.
- vii. Keep updated records of patients' illnesses, surgeries or other medical episodes (allergic shocks, injuries etc.)
- viii. Keep abreast of advancements in pediatrics and best practices by attending seminars and conferences.

Minimum Qualifications and Experience

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

Soft Skills Required

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



9. GENERAL SURGEONS - V/FT/9/2021 - 2 POSTS

Duties and Responsibilities

- i. Review medical history and records of patients in order to understand their medical conditions better and administer treatment through surgical operations and other medical procedures in the hospital.
- ii. Review and analyze patient's medical history, reactions to medicines, physical condition, and examination results to verify operation's necessity and determine best procedure in the hospital.
- iii. Examine patients in order to obtain information on medical conditions and establish risk associated with or related to surgical operations among them in the hospital.
- iv. Diagnose bodily disorders and provide treatments, such as medications and surgeries, in medical clinics, hospital wards, and operating rooms in the hospital.
- v. Prescribe preoperative and postoperative treatments and procedures, such as anesthesia, sedatives, diets, antibiotics, and preparation and painkillers of the patient's operative area in the hospital.
- vi. Operate on patients to correct deformities, repair injuries, prevent and treat diseases, or improve or restore patients' functions in the hospital.
- vii. Provide consultation and surgical assistance to other medical specialists and surgeons in the hospital.
- viii. Refer patient with complex or diverse medical conditions to other medical specialist for further medical diagnosis and treatment, when necessary, within and without the hospital.
- ix. Examine surgical instruments, equipment, and operating room to ensure sterility and suitability to perform surgical operations in the hospital.
- x. Perform surgical operations and other medical procedures in order to treat patients in the operating theatres of the hospital.
- xi. Prepare case histories for discharged or transferred patients from the operating theatres to other sections and units of the hospital.
- xii. Collaborate with other surgeons in performing complex or extensive surgical operation or other medical procedures required by patients in the hospital.
- xiii. Provide clinical research and training to students in the general surgery in the hospital.
- xiv. Guide and mentor junior surgeon interns and students in the general surgery unit of the hospital.

Minimum Qualifications and Experience

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

Soft Skills Required

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



10. PEDIATRIC INTERVENTIONIST - V/FT/10/2021 – 1 POST

Duties and Responsibilities

- Is responsible for managing the assigned clinics as per the approved rota.
- Is to admit the patients under his/ her care whenever indicated within the limits of the approved and assigned privileges.
- Is responsible for the initial assessment, investigation, analysis & interpretation of the clinical findings and test results, arriving at diagnosis, treatment, and re-assessment and follow-up of the patients.
- Is to prescribe, administer medication, therapy, and/or other appropriate care to treat or prevent further complication of the disease.
- Is responsible for explaining procedures and discussing diagnostic results or prescribed treatments with the patients and/or with the authorized attendants.
- Is responsible for monitoring the patient's condition and progress and re-evaluate/ re-assessment and treat the patient accordingly.
- Is responsible for referring the patient to other consultants/specialists when necessary, also consult, or provide consulting services to, other physicians whenever requested.
- Is responsible to pay daily rounds to In-Patients and referred patients.
- Is responsible for documenting and completing all medical record of the patients and update on the progress of the patient appropriately.
- Is responsible for reviewing and countersigning the entries and notes of all junior medical staff in case of patients under his care.
- Is responsible for performing diagnostic and/or therapeutic procedures for which the Consultant PICU/NICU is privileged for.
- Is responsible for approving the discharge summary, follow-up plan, medical report of the patients.
- Is responsible for assuming duties as the Coordinator of the PICU/NICU as and when required by the management.
- Is responsible for ensuring the implementation of all approved policies, procedures, rules, regulations, protocols, guidelines and clinical pathways that guide and support the provision of clinical services.
- Is responsible for directing, supervising and coordinating the activities of specialists, residents, nurses, therapists, assistants and other medical staff involved in patient care.
- Is to advise and contribute to the development of policies and procedures as part of the continuous quality improvement program of the PICU/NICU.
- Is invited to serve on Departmental / Hospital Committees as required.
- Is responsible to be On-Call as per hospital policy.
- Is required to attend the Code Blue, whenever applicable, and should be involved in all other emergency codes of the hospital.
- Is to provide the reports and information as and when required by the Coordinator of the PICU or Hospital Administrator
- Is responsible for identifying and bringing all Medico-Legal Cases to the notice of the management on time in accordance with the hospital policy.
- Is to participate in the academic activities of the hospital at the capacity of a resource personnel.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Paediatrics and/or Anesthesiology from a recognized institution.



- iii. Subspecialty / fellowship training in paediatrics from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid practice license.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.

Soft Skills Required

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

11. PEDIATRIC ANAESTHESIOLOGIST - V/FT/11/2021 – 1 POST

Duties and Responsibilities

- i. Schedule and maintain use of surgical suites, including operating, wash-up, waiting rooms, and anesthetic and sterilizing equipment in the hospital.
- ii. Review patients' medical histories and records in order to determine anesthesia procedure before surgical operations and other medical procedures in the anesthesia centers of the hospital.
- iii. Prepare patients for surgical operations and other medical procedures as required in the surgical theatres at the hospital.
- iv. Examine patient medical history and records and use diagnostic results to determine risk related to surgical operations and other medical procedures in the hospital.
- v. Administer anesthesia to patients in order to prepare them for surgical operations and other surgical procedures in the anesthesia centers of the hospital.
- vi. Administer anesthesia or sedation during medical procedures, using local, intravenous, spinal, or caudal methods in the hospital.
- vii. Collaborate with other medical professionals to determine type and method of anesthesia or sedation to render patient insensible to pain in the hospital.
- viii. Monitor patients before, during, and after anesthesia and counteract adverse reactions or complications in the anesthesia centers of the hospital.
- ix. Record type and amount of anesthesia and patient condition throughout surgical operations and other medical procedure in the surgical theatres of the hospital.
- x. Provide and maintain life support and airway management and help prepare patients for emergency surgery in the hospital.
- xi. Determine when patients have recovered or stabilized enough to be moved from the recovery room or ward or to be discharged following outpatient surgical procedures in the hospital.
- xii. Provide clinical research and training to students in the anesthesia unit of the hospital
- xiii. Guide and mentor junior anesthesia staff, interns, and students in the anesthesia centers of the hospital.



Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Anesthesiology from a recognized institution.
- iii. Fellowship in Paediatric Anesthesiology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Pediatric Anaesthesiologist in a busy hospital.

Soft Skills Required

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

12. INTERVENTIONAL CARDIOLOGIST - V/FT/12/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine (Cardiology) or Master's degree in Cardiology from a recognized institution.
- iii. Fellowship in Interventional Cardiology from a recognized institution.
- iv. Competent in Cathlab Procedures.
- v. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- vi. Recognition as a specialist by the KMPDC
- vii. Valid Practice License.
- viii. Professional Insurance Indemnity Cover.
- ix. Proficiency in computer applications.



Soft Skills Required

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

13. PEDIATRIC HEMATOLOGISTS - V/FT/13/2021 – 2 POSTS

Duties and Responsibilities

- i. Formulating and reviewing health policies, strategies, guidelines and protocols.
- ii. Overseeing provision of promotive, preventive, curative and rehabilitative health services.
- iii. Providing sub-specialized services to patients.
- iv. Planning and managing hospital healthcare programs.
- v. Initiating and managing healthcare projects and programs.
- vi. Developing intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities.
- vii. Initiating and coordinating operational and clinical research.
- viii. Facilitating implementation of research findings to improve quality of service delivery.
- ix. Coordinating and providing specifications for procurement of health commodities.
- x. Ensuring adherence to health standards and guidelines.
- xi. Facilitating training and development of medical services staff.
- xii. Mobilizing resources and promoting partnerships and collaborations with hospital agencies and development partners in promotion of health programmes and projects.
- xiii. Monitoring and evaluating provision of health services.
- xiv. Preparing, planning and budgeting for the directorates.
- xv. Coordinating capacity development and performance management.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Oncology or Master's degree in Pediatrics and Child Health from a recognized institution.
- iii. Fellowship in Hematology training from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.

Soft Skills Required

- i. Communication skills



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

14. NEUROLOGIST – V/FT/14/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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



15. GASTROENTEROLOGIST - V/FT/15/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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

16. PULMONOLOGIST - V/FT/16/2021 – 1 POST

Duties and Responsibilities

- i. Diagnosing and treating conditions and diseases of the chest, such as asthma, emphysema, tuberculosis, pneumonia and other complicated chest infections.
- ii. Performing specialized procedures such as bronchoscopy.
- iii. Manages pulmonology-related medical conditions based on knowledge of the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
- iv. Conducting research to test or develop new medications or methods of treatment.
- v. Will be part of a multi-disciplinary team in critical care areas v. Should be able to supervise medical students and registrars.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine from a recognized institution.
- iii. Fellowship training in Pulmonology from a recognized institution.



- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.

Soft Skills Required

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

17. PALLIATIVE PHYSICIANS - V/FT/17/2021 – 2 POSTS

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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



18. INTERVENTIONAL RADIOLOGISTS - V/FT/18/2021 – 2 POSTS

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

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

19. MEDICAL ONCOLOGIST - V/FT/19/2021 – 1 POST

Duties and Responsibilities

- i. Plan for all medical oncology services and resources required in the oncology unit and participate in and contribute to the overall strategic planning of the hospital.
- ii. Coordinate the implementation of the hospital strategic plan in the oncology unit within its vision, mission and culture, and other national and international healthcare and frameworks.
- iii. Coordinate and provide medical oncology services and service delivery in the oncology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- iv. Coordinate medical oncology referral services within and without the hospital according to the oncology needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- v. Supervise medical oncology staff together with their services, in the oncology unit of the hospital to ensure that they offer timely oncology services within the expected standards, complying with the established ethics and regulations in the hospital.
- vi. Coordinate and provide medical oncology research and training within the hospital.



- vii. Offer specialized medical oncology services advice to the hospital executive and other sections/units and the general public in the appropriate media.
- viii. Work with other medical specialties to solve single or multiple medical issue (s) when required in the hospital.
- ix. Monitor and evaluate progress and achievement of the oncology unit and services, research and training programmes in the hospital, prepare and disseminate periodic reports appropriately.

Minimum Qualifications and Experience

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

Soft Skills Required

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

20. CARDIOTHORACIC SURGEON - V/FT/20/2021 – 1 POST

Duties and Responsibilities

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

Minimum Qualifications and Experience

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

Soft Skills Required

- i. Communication skills
- ii. Organizational skills



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

21. PLASTIC SURGEONS - V/FT/21/2021 – 2 POSTS

Duties and Responsibilities

- i. Outlining all the risks and benefits associated with the surgery prior to the procedure.
- ii. Performing consultations with patients who suffer from birth defects, injuries, burn wounds, or those who want to enhance their physical appearance.
- iii. Preparing patients for surgical and non-surgical procedures.
- iv. Prescribing medication like painkillers, antibiotics, and providing aftercare advice to patients.
- v. Scheduling follow-ups to remove stitches, inspect incisions, and monitor the patients' healing.
- vi. Handling various administrative duties like updating patient records and clinic policies.

Minimum Qualifications and Experience

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

Soft Skills Required

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

22. CARDIAC PERFUSIONISTS - V/FT/22/2021 – 2 POSTS

Duties and Responsibilities

- i. Monitoring and controlling extracorporeal perfusion equipment during cardiopulmonary bypass surgery and related procedures on patients of all ages, while under the direction of a physician and in accordance with established policies, procedures and standards of practice.
- ii. Selecting, assembling and preparing equipment and supplies for assigned cases.
- iii. Operating and maintaining equipment.
- iv. Monitoring and evaluating physiologic data and making adjustments in perfusion parameters as needed.



- v. Administering prescription drugs, blood products and anesthetic agents through the extracorporeal circuit and inducing specified physiologic conditions, such as hypothermia and circulatory arrest, as ordered by a physician.
- vi. Assisting with inventory management.
- vii. Assisting with assigned projects in a collaborative cardiovascular team.

Minimum Qualifications and Experience

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

Soft Skills Required

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

23. SONOGRAPHERS – V/FT/23/2021 - 3 POSTS

Duties and Responsibilities

- i. Collaborate with other radiography and imaging staff in providing diagnostic imaging services to patients in the hospital.
- ii. Receive patients referred for ultrasound services from other medical units and schedule their imaging services in the radiographer unit of the hospital.
- iii. Explain ultrasound procedure to patients and answering any questions they may have concerning the same services in the hospital.
- iv. Perform ultrasound examinations on clients/ patients referred to the unit.
- v. Maintain the ultrasound machines and equipment for continuous provision of ultrasound services within the hospital.
- vi. Ensure cleanliness and orderliness in the ultrasonography unit for quality services delivery in the hospital.
- vii. Record and maintain patient's records and adding medical notes related to the ultrasound procedure, if necessary, in the hospital.

Minimum Qualifications and Experience

- i. Diploma or Degree in Medical Imaging Sciences or Radiography from a recognized institution.
- ii. Higher Diploma in Ultrasound.
- iii. Registration with the relevant regulatory.



- iv. Proficiency in computer applications.
- v. At least two (2) years working experience as a sonographer in a reputable hospital.

Soft Skills Required

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

24. MEDICAL/ CLINICAL PSYCHOLOGISTS – V/FT/24/2021 - 3 POSTS

Duties and Responsibilities

- i. Taking history of the patient
- ii. Conducting both individual and group psychological tests and assessment and providing appropriate therapy.
- iii. Developing treatment plans
- iv. Identifying patients with social psychological problem, providing psycho education to clients, families and caregivers
- v. Prescribing intervention and possible referrals
- vi. Testing the efficacy of both psychological and biological interventions to promote the wellbeing of patient
- vii. Keeping appropriate records

Minimum Qualifications and Experience

- i. Bachelor's degree in either Medical Psychology, Health Psychology or any other relevant equivalent qualification in a health-related field from a recognized institution.
- ii. Registration with relevant professional body
- iii. Certificate in computer application skills from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results.
- v. Master's degree in Clinical Psychology or a relevant and equivalent qualification from a recognized institution will be an added advantage.
- vi. Two years relevant working experience.

Soft Skills Required

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



25. MEDICAL SOCIAL WORKERS – V/FT/25/2021 - 5 POSTS

Duties and Responsibilities

- i. Identify environmental impediments to client or patient progress through interviews and review of patient records in the hospital.
- ii. Utilize consultation data and social work experience to plan and coordinate patient care and rehabilitation, following through to ensure service efficiency in the hospital.
- iii. Refer patients or family to community resources to assist in recovery from mental or physical illness and provide access to services such as financial assistance, legal aid, housing, job placement or education in the hospital.
- iv. Engage patients in individual and group sessions to help them deal with social challenges facing them in the hospital and the communities.
- v. Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan in the hospital.
- vi. Organize support groups or counsel family members to assist them in understanding, dealing with various and assist them to overcome dependencies, recover from illness, and adjust to life within and without the hospital.
- vii. Investigate cases of child abuse or neglect cases and take authorized protective action when necessary, within or without the hospital.
- viii. Plan and implement programmes to combat social problems, prevent substance abuse, or improve community health and counseling services within and without the hospital.
- ix. Ensure National Hospital Insurance Fund related paperwork and record keeping for patients is up to date for use in the hospital.
- x. Develop, implement and/or advise on social policy and assist in community development within and without the hospital.
- xi. Conduct social research to advance knowledge in the social work and thus enhance the effectiveness and efficiency in medical social work within and without the hospital.
- xii. Provide clinical research and training to students in the medical social work of the hospital.

Minimum Qualifications and Experience

- i. Bachelors' Degree in Social Work, Sociology, Psychology, Mental health from a recognized institution.
- ii. Registration with the relevant regulatory or professional body.
- iii. Proficiency in computer applications.
- iv. At least two (2) years' working experience as a Medical Social Worker in a reputable hospital or any other relevant experience.

Soft Skills Required

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



26. THEATRE/CSSD TECHNICIANS – V/FT/26/2021 – 10 POSTS

Duties and Responsibilities

- i. Ensures that operating table is set and ready for operation.
- ii. Ensure that the operation table is the right one for the operation.
- iii. Ensure that it is in good working condition.
- iv. Ensure that it is fully charged and the charging cable is disconnected.
- v. Check the anesthetist machine as per the machine checklist before every operation.
- vi. Ensure the anesthetic machine is working.
- vii. Ensure that there is good supply of pipes gases.
- viii. Ensure that the pin index cylinders are mounted on the machine and have gases in them.
- ix. Ensure the anesthetic machine is serviced as per hospital Annual Planned preventive maintenance schedule.
- x. Assist in wheeling patients to and from theaters.
- xi. Assist in positioning the patient on the operating table.
- xii. Assist the anesthetist intubations, maintenance and reversal of anesthesia.
- xiii. Ensure that the anesthetic cart has sufficient drugs required for anesthetizing the patient.
- xiv. Ensures that the consumables required for intubations are in theaters and ready.
- xv. Assist the anesthetist in reversing the patient.
- xvi. Ensures he has a working suction unit ready.
- xvii. Ensures that all drugs and consumables used by the anesthetist are recorded on the technician charge sheet.
- xviii. Assist the other team members in cleaning theaters, surgical instruments and sluice room.
- xix. Ensures the operation table is clean and ready for the next operation.
- xx. Ensures the anesthetic drug and consumable used are replaced in the anesthetic cart.

Minimum Qualifications and Experience

- i. Training in any medical related course, and 6 months professional training as theatre technician.
- ii. Knowledge of relevant legislations.
- iii. Knowledge of professional standards.
- iv. Registration with the relevant regulatory body if applicable.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a theatre technician in a reputable medical facility.

Soft Skills Required

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



27. PEDIATRIC NURSES – V/FT/27/2021 – 10 POSTS

Duties and Responsibilities

- i. Receive, register, record and document children's information and present the same to the Medical Officers at the unit.
- ii. Transfer referred children from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to children in the hospital.
- iv. Identify changes in a child's signs and symptoms and intervene in emergent situations
- v. Serve as a child advocate
- vi. Analyze situations to anticipate pathophysiological problems and detect changes in status
- vii. Determine a child's needs related to pain management
- viii. Ensure cleanliness and tidiness of children sections in the hospital.
- ix. Support Medical Officers and Medical Specialists in attending to children in the pediatric unit.
- x. Administer medication to children in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- xi. Administer patient care and nursing to outpatients in the hospital.
- xii. 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.
- xiii. Liaise with other healthcare staff in handling children with multiple of complex medical conditions in the units in the hospital.

Minimum Qualifications and Experience

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Pediatric Specialized Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a pediatric nurse in a reputable health facility.

Soft Skills Required

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

28. WOUND AND STOMA CARE NURSES – V/FT/28/2021 – 5 POSTS

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers in the unit.
- ii. Provide wound and ostomy nursing care
- iii. Notes progress in meeting defined outcomes on multidisciplinary plan of care
- iv. Plans and organizes and administers individual nursing care, independently applying both simple and complex techniques and processes that are specific to the needs of the patient.



- v. Evaluates and documents patient response to prescribed interventions.
- vi. Evaluates the nursing care administered to patients by self and elicits patient and family participation in care in keeping with physiological and psychological readiness.
- vii. Instructs the patient and/or family on subjects such as disease process, risk factors, and prevention of complications to help them plan for care in the hospital and after discharge following prescribed teaching plans.
- viii. Provides concise communication regarding the patient's progress to nursing staff members and other health care practitioners for instance: intra- and inter-unit; inpatient unit to clinic, or operating room, hospital to home or other health care facility.
- ix. Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
- x. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- 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.

Minimum Qualifications and Experience

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Wound and stoma Care training and qualification from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a wound and stoma care nurse in a reputable health facility.

Soft Skills Required

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

29. MIDWIFERY NURSES – V/FT/29/2021 – 10 POSTS

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the reproductive health unit.
- ii. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide family planning services, prenatal care, and gynecological exams for women.
- iv. Delivering babies and assisting with cesarean births.
- v. Provide care for newborn babies and mothers after delivery.



- vi. Handling labor emergencies.
- vii. Discussing sexual or reproductive health issues with patients.
- viii. Repairing cuts/tears from birth.
- ix. Support Medical Officers and Medical Specialists in attending to patients in the reproductive health unit.
- x. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- 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.

Minimum Qualifications and Experience

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Midwifery Specialised Nurse training or midwifery training qualification from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a midwifery nurse in a reputable health facility.

Soft Skills Required

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

30. BRACHYTHERAPY NURSES - V/FT/30/2021 - 2 POSTS

Duties and Responsibilities

- i. In an efficient and organized manner, assists team with safe, clean, and appropriate operating room turnover times.
- ii. Participates in room turnover and cleaning of brachytherapy applicators
- iii. Responsible for accounting for all the necessary brachytherapy and surgical equipment
- iv. Ascertain all necessary paperwork for brachytherapy patient is available
- v. Prepare patients for brachytherapy session
- vi. Assist radiation oncologist during brachytherapy insertions
- vii. Remove applicators from the patient after the procedure
- viii. Monitor the patient post procedure and discharge them when safe
- ix. Handle any brachytherapy related emergencies
- x. Be the link between patients and radiation oncologists
- xi. Schedule patients for brachytherapy appointments

Minimum Qualifications and Experience



- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Brachytherapy Nursing training and qualification from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least three (3) years working experience as a Brachytherapy nurse in a reputable health facility.

Soft Skills Required

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

31. CATHLAB NURSES - V/FT/31/2021 - 10 POSTS

Duties and Responsibilities

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the unit.
- ii. Assist doctors in performing physical tests and prescribed tests so as to diagnose cardiac diseases
- iii. Educate and inform patients of the best disease prevention and control methods
- iv. Help to manage chronic heart diseases
- v. Help to treat and manage patients in emergency rooms or intensive care units
- vi. Work with doctors whenever a patient is undergoing surgery
- vii. Advice and give professional and moral support to patients suffering from heart conditions, who may not understand the steps to take to manage their conditions
- viii. Monitor heart devices like defibrillators and pacemakers.
- ix. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- x. Provide general nursing services and care to patients in the hospital.
- xi. Support Medical Officers and Medical Specialists in attending to patients in the unit.
- xii. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- xiii. 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.
- xiv. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
- xv. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital.
- xvi. Provide nursing services research and training to students at the unit of the hospital.
- xvii. Ensure that the nursing areas are clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications and Experience



- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Critical Care Nursing from a recognized institution.
- iii. Cardiology Nursing training from a recognized institution.
- iv. Registration with the Nursing Council of Kenya.
- v. Valid Practice License.
- vi. Proficiency in computer applications.
- vii. At least three (3) years working experience as a Cathlab nurse in a reputable health facility.

Soft Skills Required

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

32. SENIOR PROCUREMENT OFFICER V/FT/33/2021 - 1 POST

Duties and Responsibilities

- i. Participate in preparing the annual procurement plan through consolidation, from heads of units, of all services needed by different units of the hospital.
- ii. Ensuring correct specifications from users, and proper requisition authorization.
- iii. Preparation of tender documents for procurement of goods, works and services.
- iv. Plan for the procurement of all services required for the proper running of the hospital.
- v. Provide professional procurement advice to the Hospitals ad hoc tender committees.
- vi. Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it.
- vii. Prepare tenders for the procurement of the different services required for running the hospital.
- viii. Receive and evaluate quotations and submit the report to the procurement and supply chain manger to assist in selecting suppliers through the tender committee of the hospital.
- ix. Prepare and offer tenders for hospital services provision to bidders and process the selection and contracting by the tender committee of the hospital.
- x. Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital.
- xi. Present the qualified hospital service lenders to the legal unit for contracting process the hospital.
- xii. Offer hospital services provision tenders from the contracted service lenders of the hospital.
- xiii. Receive feedback from hospital services end users and respond accordingly in the hospital.
- xiv. Prepare and respond to service lender concerns through phone, mail or other appropriate media.
- xv. Carry out market surveys and research to inform continuous improvement of services lent the hospital.
- xvi. Manage data of all records of hospital services rendered including their costs, deliveries and inventories in the hospital.
- xvii. Prepare all relevant documents and forward them to accounts to facilitate payments to service lent by renderers for timely service delivery in the hospital.
- xviii. Raise services receipt vouchers to support verification of invoice sent by service providers to ensure payments for only what has been provided to the hospital.
- xix. Prepare and disburse hospital services procurement reports to facilitate the preparation and implementation of strategies to fill the identified gaps.



- xx. Monitor and ensure that services provided to the hospital by service lenders are sufficient and up to the required specifications and standards in the hospital.

Minimum Qualifications and Experience

- i. Bachelor's Degree in Procurement / Supply Chain Management or relevant qualification from a recognized University.
- ii. Member of the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing Supplies (CIPS).
- iii. Must be a licensed practitioner.
- iv. Proficiency in computer applications.
- v. Knowledge of e-procurement systems
- vi. Knowledge of Public Procurement and Disposal Act.
- vii. Knowledge in professional standards.
- viii. At least three (3) years' working experience as a Procurement Officer in a reputable organization.

Soft Skills Required

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

33. INFORMATION SYSTEMS AUDITOR - V/FT/34/2021 - 1 POST

Duties and Responsibilities

- i. Ensuring that IT systems are adequately protected, provide reliable information, and are properly managed.
- ii. Make sure that IT systems are well protected and able to function properly.
- iii. Performing audits of the information technology governance structure, general, and data application controls, data integrity, and system security.
- iv. Provide recommendations and guidance on IT issues to leadership, perform periodic risk assessments, and propose and prioritize audits based on risk.
- v. Conduct information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- vi. Should be current on the latest computer technology, equipment, or systems.
- vii. Input of the Annual Internal Audit Plan
- viii. Providing support for sophisticated data analysis and extraction through computer assisted audit techniques.
- ix. Develop audit programs and test for tasks being carried out.
- x. Discuss any internal audit findings and agree on the way forward; thereafter follow up implementation of audit recommendations.
- xi. Perform investigative and forensic audits as may be required from time to time.
- xii. Supporting financial and/or operational audits on specific audit assignments involving advanced IT audit considerations.

Minimum Qualifications and Experience

- i. Bachelor's degree in Business or IT or any other relevant / related field.
- ii. Professional Qualifications / Membership to a relevant professional body.



- iii. Certified Internal Systems Auditor (CISA); or CISM; and CAATs.
- iv. Technical Expertise IPPF and Information Systems Auditing Standards, Governance, Risk and Control and Business Acumen.
- v. Proficiency in computer applications.
- vi. Experience in a healthcare institution is an added advantage.
- vii. At least three (3) years' relevant working experience .

Soft Skills and Competencies Required

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

34. SENIOR ACCOUNTANTS – V/FT/35/2021 - 3 POSTS

Duties and Responsibilities

- i. Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- ii. Prepare monthly account reconciliations.
- iii. Analyze financial statements on a monthly basis and report on variances.
- iv. Prepare financial and tax audits.
- v. Assist with preparing tax returns and corporate reporting requirements at KUTRRH.
- vi. Prepare quarterly producer commission reports, analyzing and correcting discrepancies.
- vii. Assist in documentation and monitoring of internal controls.
- viii. Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy.
- ix. Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns.
- x. Work consultatively with the respective departments on cost reduction initiatives.
- xi. Develop and maintain internal control and effective accounting system and policies for the set up.
- xii. Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- xiii. Facilitate and complete monthly close procedures.
- xiv. Issue project cost reports for review and approval.

Minimum Qualifications and Experience

- i. Bachelor's degree in any of the following: Commerce, Business Management, Business Administration (Accounting or Finance option) from a recognized Institution.
- ii. Certified Public Accountants (K) Examination or its Equivalent.
- iii. Registered with Institute of Public Accounts (ICPAK).
- iv. Proficiency in computer applications.
- v. At least three (3) years' working experience as an accountant or equivalent position.
- vi. Excellent knowledge of accounting regulations and procedures.
- vii. Hands-on experience with accounting software.

Soft Skills Required

- i. Communication skills



- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Team player
- vi. Attention to details
- vii. Accounting skills

35. ACCOUNTANTS – V/FT/36/2021 - 3 POSTS

Duties and Responsibilities

- i. Balancing daily cash accounts at the end of each day in the hospital.
- ii. Checking the daily cash balance.
- iii. Solving all their cash related queries.
- iv. Organizing all the work they do and maintaining the accounting records.
- v. Reporting discrepancies they find within the accounts to their superiors.
- vi. Making daily, weekly, and monthly transaction reports.
- vii. Cash checks for customers.
- viii. Calculate total payments received during a period and reconcile this with total sales.
- ix. Keep periodic balance sheets of amounts and numbers of transactions.
 - x. Compute and record totals of transactions.
- xi. Provides pricing information on request
- xii. Balances cash drawers by counting cash at the beginning and end of the shift in the hospital
- xiii. Verifies insurance acceptance by reviewing and recording insurance claims

Minimum Qualifications and Experience

- i. Bachelor's degree in any of the following: Commerce, Business Management, Business Administration (Accounting or Finance option) from a recognized Institution.
- ii. Certified Public Accountants Part II or its Equivalent.
- iii. At least three (3) years relevant working experience.
- iv. Proficiency in computer applications.
- v. Excellent knowledge of accounting regulations and procedures.
- vi. Hands-on experience with accounting software.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Team player
- vi. Attention to details
- vii. Accounting skills



36. RENAL / NEPHROLOGY NURSE – V/FT/37/2021 - 10 POSTS

Duties and Responsibilities

- i. 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.
- ii. Reviews physician orders for dialysis patients, collects pre-treatment dialysis data, and reviews patient records prior to dialysis.
- iii. Conducts pre-dialysis patient assessment including obtaining patient vital signs and assessing the patient's vascular access, laboratory findings, and the patient's general health.
- iv. Verifies that patients are taking all prescribed medications and performs medication reconciliation.
- v. Documents findings of patient assessments and interventions and advises providers of any significant change in the patient's condition and other pertinent information.
- vi. Discusses patient concerns and answers questions relevant to care.
- vii. Oversees dialysis technicians in the performance of dialysis from start to finish, monitors patient reaction to treatment and performance of the dialysis machines and demonstrates an in-depth understanding of the mechanics of dialysis.
- viii. Assesses, prepares, and cannulates a patient's vascular access (including needle insertion in arteriovenous fistula or grafts for aseptic connection with dialysis equipment).
- ix. Utilizes sterile techniques to assess the dialysis catheter exit site and to apply dressing on the patient's vascular access (dialysis catheter, arteriovenous access) per protocols.
- x. Maintains responsibility for providing coverage to the dialysis department.
- xi. Provides patient education/teaching applicable to the patient's medical condition.
- xii. Any other duties assigned by Supervisor.

Minimum Qualifications and Experience

- i. A Diploma and/or Bachelor of Science Degree in Nursing from a recognized institution
- ii. Higher Diploma in Nephrology / Renal Nursing from a recognized institution.
- iii. A minimum of two (2) year working experience in a busy renal unit
- iv. Registration with the Nursing Council of Kenya
- v. Valid practicing license as a renal / nephrology nurse

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Team player
- vi. Attention to details
- vii. Accounting skills

If your background and competencies match the specifications of the positions above, please apply online via: www.kutrrh.go.ke/careers



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For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you have to attach the *Application Form, Application Letter, Curriculum Vitae and Practicing License ONLY* when you apply to the address below:

The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya

The deadline for the receipt of all applications is **18th January 2022**.

Only shortlisted candidates will be contacted. All successful 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

Any form of canvassing will lead to immediate disqualification.

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