



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

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CAREER OPPORTUNITIES

JOB ADVERT FOR VACANT POSITIONS IN KUTRRH

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation registered under Legal Notice Number 4 of 2019. We seek to engage qualified staff on a **three (3) to five (5) years performance-based renewable contract** for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

1. DIRECTOR, NURSING SERVICES - V/FT/44/2021 – 1 POST

Position Summary

Reporting to the Chief Executive Officer, the Director Nursing Services job exists to provide leadership, oversight and coordination of nursing services directorate, its operations and service quality in collaboration with the Director Clinical Services at KUTRRH.

Duties and Responsibilities

- i. Provide leadership, oversight and coordination of nursing services and operations in the Hospital.
- ii. Formulate nursing service policies, procedures and practices in the hospital and ensure they are of international standards.
- iii. Develop patient admissions and discharge framework in consultation with Director, Clinical Services and the CEO.
- iv. Develop and implement strategies to ensure efficient delivery of patient centred care.
- v. Develop and implement evaluation strategies to ensure efficient assessment of Nursing staff to maintain quality nursing services and facilitate rewards and sanctions.
- vi. Oversee and ensure planning of all nursing programmes, projects and activities in the hospital.
- vii. Ensure that the nursing department provides opportunity for nursing research and training in collaboration with local, regional and global Institutions.
- viii. Participate in formulation and contribution of the nursing services component of the hospital strategic plan.
- ix. Provide leadership and mentorship to the KUTRRH nursing is team to work towards achievement of the hospital's Vision.
- x. Oversee the performance appraisal for nursing staff and development systems based on professional practice, standards, relevant statistics and regulations.
- xi. Oversee the development, implementation and review of evidence-based policies, procedures and standards, evaluating their effectiveness in accordance with established programmes of supervision and evaluation, giving guidance as needed.
- xii. Ensure continuous quality service improvement and accreditation initiatives, in-service education programs, unit meetings and committee functions as assigned.
- xiii. Ensure the Directorate's compliance with legal and regulatory statutes related to Nursing Services.
- xiv. Oversee and ensure systematic evaluation of quality and effectiveness of nursing practice
- xv. Ensure adherence to the hospital referral policy and guidelines.
- xvi. Develop and implement work plans; budget and procurement plans for directorate of nursing.
- xvii. Coordinating strategies to achieve performance-contracting targets for Nursing Services.
- xviii. Entrench the right attitude, discipline and organizational culture among the staff in Nursing Services.
- xix. Formulate and Implement policy to guide and ensure effective use of KUTRRH nursing facilities, equipment, consumables and other resources while maintaining patient care standards.



- xx. Ensure the evaluation strategies developed contain key performance indicators for nursing staff depending on their area of operation. The Key Performance Indicators must be objective, specific, exhaustive and measurable.
- xxi. Any other duties as may be assigned by the CEO.

Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing from a recognized university.
- ii. Master's Degree in Nursing or related field from a recognized university.
- iii. Leadership Course lasting not less than six (6) weeks from a recognized institution.
- iv. Registration with the Nursing Council of Kenya
- v. Valid Practicing License.
- vi. Proficiency in computer applications.
- vii. Proven track record in nursing research and training in a reputable institution.
- viii. At least ten (10) years working experience in a Senior Nursing Management position in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Supervisory skills
- iv. Analytical skills
- v. Compassionate

2. PAEDIATRIC INTENSIVISTS - V/FT/45/2022 - 2 POSTS

Position Summary

This position is responsible for recognizing, assessing and managing critically ill infants and children or those who need a high-level of monitoring in a specialized inpatient unit, thereby building capacity to improve child health in KUTRRH.

Duties and Responsibilities

- i. Recognize, assess and manage the full range of both medical and surgical pediatric conditions, including pediatric emergencies requiring intensive care support, respiratory failure, pre and post-operative patients, critically ill cardiac patients, the septic or shocked patient, those presenting with reduced level of consciousness, those with major trauma and both accidental and non-accidental trauma patients.
- ii. Diagnosis of children who have unstable, life-threatening conditions.
- iii. Treats children with a wide range of life-threatening pathologies within emergency and intensive care units.
- iv. Directing, leading and coordinating both medical and surgical resuscitations.
- v. Resuscitate, stabilize, transfer and treat critically ill and injured children and young people in the pediatric intensive care and emergency units.
- vi. Perform procedures, including intubation and placement of indwelling vascular catheters.
- vii. Placement of special catheters in the blood vessels and heart
- viii. Identify and support children who need intensive care.
- ix. Prioritize and respond to new and urgent clinical situations.
- x. Coordinate the care of children provided by a team of doctors, nurses, and other health care specialists.



- xi. Thorough monitoring, medication, and treatment of children in a PICU.
- xii. Supervise the care of children who require chronic care, are on ventilators and provide procedural sedation services.
- xiii. Medical treatment for children with severe heart and lung disease
- xiv. Effectively prescribes and adjusts medication, including opioids regimens in altered metabolism, organ failure, disease progression and dying patients across the pediatric spectrum.
- xv. Management of medications and treatments for children with brain trauma.
- xvi. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Pediatrics and Child Health, Internal Medicine or Anesthesiology from a recognized institution.
- iii. Subspecialty / fellowship training in pediatric critical care 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.
- ix. At least one (1) year working experience as a Paediatric Intensivist in a busy hospital.

Soft Skills Required

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

3. UROLOGIST - V/FT/46/2022 - 1 POST

Position Summary

The Urologist's job exists to coordinate and provide specialized services, coordinate research and training and advise the hospital.

Duties and Responsibilities

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

Minimum Qualifications and Experience



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

Soft Skills Required

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

4. CATH-LAB RADIOGRAPHERS - V/FT/49/2022 - 3 POSTS

Position Summary

This job exists to provide Cath lab imaging services to patients in the hospital and ensure provision of quality and timely radiography and imaging services at KUTRRH.

Duties and Responsibilities

- i. Providing Cath-lab and general imaging services to patients.
- ii. Processing, verifying and maintaining information relating to patients.
- iii. Preparing medical examination rooms for patients.
- iv. Positioning patients for imaging.
- v. Performing any other duties as may be assigned from time to time.
- vi. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Degree/Diploma in Diagnostic Radiography or equivalent qualification from a recognized institution.
- ii. Experience in Cath lab imaging.
- iii. Proficiency in computer applications.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Registration to Society of Radiographers in Kenya (SORK).
- vii. Current practicing license from Radiation Protection Body.
- viii. At least one (1) year working experience as a phlebotomist/phlebotomy field.

Soft Skills Required

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



5. PHLEBOTOMISTS - V/FT/48/2022 - 3 POSTS

Position Summary

Reporting to the Senior Medical Laboratory Technologist, the Phlebotomist is responsible for safe collection of laboratory samples following laid down procedures, ensuring suitability of test samples and privacy of patients.

Duties and Responsibilities

- i. Follows safety protocol and department procedures to the letter.
- ii. Arrange workplace with equipment and supplies required for efficient collection of samples.
- iii. Timely collection of blood samples and other types of specimens for laboratory.
- iv. Records precise information to track samples through the testing process.
- v. Timely recording and distribution of specimens to laboratory for processing.
- vi. Carefully handles and labels blood samples.
- vii. Label vials with patient names and dates.
- viii. Verify identify of patient verbally or otherwise with sample bottle label.
- ix. Generate labels for tests allocated by phlebotomy supervisor according to priority.
- x. Label sample bottles with printed labels-verify with online request.
- xi. Hand over labelled bottle to patient with instruction on method of collection.
- xii. Submit sample for testing under confirmation of receipt of sample.
- xiii. Monitor tests allocated on daily basis and follow up on samples not received.
- xiv. Ensure online test results match the test requested on the manual form.
- xv. Report any tests that have been cancelled to cashier to ensure that the same is cancelled from the bill and the lab in-charge has cancelled inpatient tests from the bill.
- xvi. Provide traumatic care to patients who need cannulation and intravenous medication
- xvii. Initiate intravenous therapy to patients.
- xviii. Give psychological care to patients in need of phlebotomy services.
- xix. Maintain adequate stocks of phlebotomy supplies within the section.
- xx. Attend to patients' queries and demonstrate good public relations and customer care.
- xxi. Perform and manage quality control checks for all pre-analytical processes, consumables and the environment.
- xxii. Ensure the phlebotomy area is clean and request for supplies and equipment needs on a timely basis.
- xxiii. Ensure segregation and proper disposal of all waste in the phlebotomy area with reference to the hospital policy on waste management.
- xxiv. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Certificate in Phlebotomy or its equivalent.
- ii. Diploma in Medical Laboratory Sciences is an added advantage.
- iii. Proficiency in computer applications.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Be familiar with standards and guidelines for collection of samples.
- vii. Proficient in all phlebotomy techniques (Anatomy and physiology of the blood circulation system).
- viii. At least two (2) years working experience as a phlebotomist/phlebotomy field.



Soft Skills Required

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

6. HEAD, TRAINING INSTITUTE OF SPECIALIZED NURSING - V/FT/47/2022 - 1 POST

Position Summary

The Head of Nursing Institute will be responsible for managing the policies, regulations, and procedures to ensure that all nursing students are supervised in a safe learning environment that meets the approved curricula and mission of the Institute.

Duties and Responsibilities

- i. Provides administrative oversight of nursing education ensuring continued program updates including modifications to courses, and maintaining vitality and relevance of the programs.
- ii. Supervises the development of the Nursing Institute programs and serves as liaison to external accrediting bodies.
- iii. Assists in the recruiting and admission of students into the programs.
- iv. Documents and performs frequent graduation audits of student records.
- v. Works with the Training Manager, Deputy Director, Training and Capacity Building and Director Training and Capacity Building to establish schedules and faculty workloads for faculty and staff.
- vi. Participates in committees, schedules and regular Nursing Institute meetings.
- vii. Ensures quality advising for students enrolled in nursing courses and students wanting to apply to the programs.
- viii. Prepares annual reports to the state and national accrediting agencies, providing leadership in all program accreditation and re-accreditation activities.
- ix. Ensures that syllabi are prepared and made available to students.
- x. Conducting periodic evaluation of courses offered and ensure necessary facilities such as laboratories are available and well maintained.
- xi. Observes classroom presentations as necessary and provides feedback to ensure quality instruction across the Nursing Institute.
- xii. Manages the nursing institute's budget in accordance to the guidelines set by the Director, Training and Capacity Building.
- xiii. Assist the department in writing their annual performance goals.
- xiv. Mediates program issues, and participates in the student grievance process.
- xv. Updates the Academic Catalog and Webpage as it relates to the Nursing Institute when needed.
- xvi. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN).
- ii. Master's degree preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university.
- iii. A Diploma in Medical Education or PhD preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university will be an added advantage.



- iv. Holder of at least a post-basic diploma in specialized nursing.
- v. Registered with the Nursing Council of Kenya and possess a valid practice license.
- vi. Demonstrated qualities at Supervisory/ Management level.
- vii. Demonstrated good leadership skills preferably in a medical department or school or any other relevant institution.
- viii. Demonstrable capacity in strategic thinking and excellent administrative and managerial skills.
- ix. Proper understanding of financial management, good public relations and resource mobilization skills.
- x. A high degree of computer proficiency and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xi. Have at least eight (8) years' experience in a hospital providing primary care with a minimum of five (5) years' teaching experience in a Medical, Nursing or any other relevant training institution.
- xii. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xiii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.

Soft Skills Required

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

7. TUTORS IN NEPHROLOGY NURSING - V/FT/50/2022 - 2 POSTS

Position Summary

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

Duties and Responsibilities

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



Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN), Diploma in Advanced Nursing (DAN) or its equivalent, approved by the Nursing Council of Kenya.
- ii. Holder of at least a post-basic Diploma or a HND in Nephrology Nursing.
- iii. Registered with the Nursing Council of Kenya and possess a valid practice license.
- iv. Be able to provide instructions at various levels within the program areas.
- v. Have experience in developing course curriculum as per accreditation and international standards.
- vi. Possess specialist knowledge and the ability to operate specialist programs and equipment.
- vii. Proficiency in computer application.
- viii. Demonstrated competency to interact with people at all levels of the organization.
- ix. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- x. Demonstrated ability to integrate technology into the learning environment and teaching methodology
- xi. At least five (5) years' experience in a hospital providing primary care with minimum of two (2) years teaching/training experience within a relevant educational/clinical setting.
- xii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.

Soft Skills Required

- i. Excellent verbal and written communication skills
- ii. Effective presentation skills, both theoretical and practical.
- iii. Interpersonal skills
- iv. Team player
- v. High degree of professionalism and ethics
- vi. Research and development skills
- vii. Organizational skills
- viii. Observational skills
- ix. Analytical skills
- x. Mentorship, coaching skills
- xi. Leadership skills

8. TUTORS IN PERI-OPERATIVE NURSING - V/FT/51/2022 - 2 POSTS

Position Summary

This position is responsible for delivery of quality instructions to Peri-Operative Nursing trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Duties and Responsibilities

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



- vii. Any other duties as may be assigned by the Head of the Department.

Minimum Qualification and Experience

- i. Bachelor's degree in Nursing (BSCN), Diploma in Advanced Nursing (DAN) or its equivalent, approved by the Nursing Council of Kenya.
- ii. At least a post-basic Diploma or a HND in Peri-Operative Nursing.
- iii. Registered with the Nursing Council of Kenya and possess a valid practice license.
- iv. Able to provide instructions at various levels within the program areas.
- v. Experience in developing course curriculum as per accreditation and international standards.
- vi. Possess specialist knowledge and the ability to operate specialist programs and equipment.
- vii. Proficiency in computer application.
- viii. Demonstrated competency to interact with people at all levels of the organization.
- ix. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- x. Demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xi. At least five (5) years' experience in a hospital providing primary care with a minimum of two (2) years teaching/training experience within a relevant educational/clinical setting.
- xii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.

Soft Skills Required

- i. Excellent verbal and written communication skills
- ii. Effective presentation skills, both theoretical and practical.
- iii. Interpersonal skills
- iv. Team player
- v. High degree of professionalism and ethics
- vi. Research and development skills
- vii. Organizational skills
- viii. Observational skills
- ix. Analytical skills
- x. Mentorship, coaching skills
- xi. Leadership skills

9. CATERING MANAGER - V/FT/52/2022 – 1 POST

Position Summary

The person will handle administrative roles relating to food preparation, staff, inventory, maintaining operational standards, and more. The professionals also plan menus with the assistance of the patients' dietitian and kitchen staff.

Duties and Responsibilities

- i. Ensure that the hospital kitchens are always well-stocked
- ii. Order food supplies and kitchen equipment, as needed
- iii. Train kitchen staff on prep work and food plating techniques
- iv. Keep weekly and monthly cost reports
- v. Ensure Compliance with Health & Safety Standards related to the hospitality industry.
- vi. recruit, train and manage staff



- vii. make sure all services meet health and safety and food hygiene standards
- viii. plan menus in consideration of nutritional standards and medical requirements
- ix. Control budgets.
- x. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor's degree in hospitality management or related field.
- ii. Higher Diploma in Hospitality Management or other Hospitality Management Specializations from a recognized institution is an added advantage.
- iii. Proficiency in computer applications.
- iv. A good understanding of Hotel Management systems.
- v. Knowledge of a wide range of recipes.
- vi. Familiarity with kitchen and restaurant sanitation and safety regulations.
- vii. Ability to manage a team in a fast-paced work environment.
- viii. Flexibility to work during evenings and weekends.
- ix. Proven work experience as a Kitchen Manager, Restaurant Manager or Head Chef.
- x. Eight (8) years relevant experience, five (5) of which need to be in a supervisory position.

Soft Skills Required

- i. Conflict management abilities
- ii. Organizational skills
- iii. Communication skills
- iv. Observation skills
- v. Analytical skills
- vi. Leadership skills

10. HOSPITALITY OFFICER - V/FT/53/2022 – 1 POST

Position Summary

The Rooms Division officer will lead, control, and supervise the Front Desk, Guest Services and Housekeeping departments at the Hospitality Centre of the Hospital. They will work closely with Reservations to assure and maximize occupancy rate and revenue and they are also in charge of providing all necessary forecasts.

Duties and Responsibilities

- i. Responsible for the management and coordination of all Rooms area departments (including Front Office, Maintenance and Housekeeping) and managing staff therein.
- ii. Plans, develops, implements, and evaluates the quality of property's guest rooms.
- iii. Strives to continually improve guest and employee satisfaction and maximize the financial performance of the department.
- iv. Ensures that standards and procedures are being followed.
- v. Leads specific team while assisting with meeting or exceeding property goals.
- vi. The position ensures that the Rooms division meet the brand's standards, targets customer needs, ensures employee satisfaction, focuses on growing revenues, and maximizes the financial performance of the department.
- vii. Monitor the hotel guest cycle, front office financial operations and ensure compliance with accounting controls and procedures.
- viii. Review correspondence from guests and incident logs and direct staff according to information obtained.
- ix. Monitor occupancy of guest room space to ensure most efficient use and minimize overbooking.



- x. Create specific, measurable, achievable, realistic, and timely action plans to remedy guest service deficiencies.
- xi. Perform other duties as requested by management.
- xii. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Degree in Hospitality Management or any other related or relevant qualification.
- ii. Proficiency in Hospitality Management Systems.
- iii. Proficiency in computer applications.
- iv. Knowledge of hospital operations.
- v. Knowledge of relevant legislations affecting the hospitality industry.
- vi. At least three (3) years relevant working experience.

Soft Skills Required

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

11. FRONT OFFICE AGENTS - V/FT/54/2022 – 3 POSTS

Position Summary

We are seeking highly skilled and self-motivated front office agents to join our growing team. The job involves performing various administrative and clerical tasks. You should be comfortable undertaking a variety of activities in the office, including filing, answering the phone, organizing documents, basic bookkeeping, and more. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with all necessary office equipment, software, and procedures.

Duties and Responsibilities

- i. Greet clients and set a positive office atmosphere.
- ii. Answer the phone, take messages, and redirect calls to appropriate offices.
- iii. Organize and maintain files and records; update when necessary.
- iv. Create and maintain updated documents and spreadsheets.
- v. Oversee sorting and distribution of incoming mail.
- vi. Prepare outgoing mail (envelopes, packages, etc.)
- vii. Operate office equipment, such as photocopier, printers, etc.
- viii. Organize bookkeeping and issue invoices/checks.
- ix. Record meeting minutes and dictations.
- x. Perform inventory of office supplies and order what is needed.
- xi. Making guest reservations, guest registration, monitoring of guests during their stay, departure and post departure.
- xii. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Diploma in Hospitality Front Office Operations or Hospitality Management from a reputable institution.



- ii. Higher Diploma in Hospitality Management or other Hospitality Management Specializations from a recognized institution is an added advantage.
- iii. A good understanding of Hotel Management systems.
- iv. Strong working knowledge of office procedures and basic accounting principles.
- v. Ability to effectively use and maintain office equipment.
- vi. Proficiency in computer applications.
- vii. Understanding of hospital operations.
- viii. Knowledge of relevant legislations.
- ix. Knowledge of professional standards.
- x. At least three (3) years working experience in a front office setting or in another clerical position.

Soft Skills Required

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

12. HOSPITAL COOKS - V/FT/55/2022 – 3 POSTS

Position Summary

A hospital cook works in the same capacity as any other cook in a hotel, restaurant, or a café. The work of a hospital cook involves cooking nutritious meals for patients, according to their healthcare plans. This person will also attend to other hospital catering needs.

Duties & Responsibilities

- i. Look through each patients' diet plan and determine what ingredients will be required.
- ii. Prepare food items by cutting, chopping, marinating, and cubing meats, vegetables, and fruits.
- iii. Make soups and stocks, according to specified recipes, making sure that the right amount of seasoning is used.
- iv. Assist the hospital management in creating recipes, along with help from doctors and other healthcare professionals.
- v. Cook nutritious meals, according to standardized protocols, ensuring that cleanliness is given the highest priority.
- vi. Perform portioning activities on trays or platters, by following set instructions, on a per-patient basis.
- vii. Ensure that patients' meals are delivered to them promptly so that they can take their medicines on time.
- viii. Oversee the cleanliness and sanitization of kitchen areas, such as counters, floors, and walls.
- ix. Perform predictive, preventative, and regular maintenance on kitchen appliances such as stoves, ovens, grills, fridges, and freezers.
- x. Timely perform food rotation activities so that food spoilage is kept in check.
- xi. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. A Diploma or Certificate in Food & Beverage Production or other related field from a reputable institution.
- ii. Proficiency in computer applications.
- iii. Knowledge of a wide range of recipes.



- iv. Knowledge of hospital hospitality operations
- v. Knowledge of professional standards.
- vi. Familiarity with kitchen sanitation and safety regulations.
- vii. Flexibility to work during evenings and weekends.
- viii. At least two (2) years working experience as a Cook in a similar institution or star rated hospitality establishment.

Soft Skills Required

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

13. HOSPITAL FOOD SERVERS/ WAITERS - V/FT/56/2022 – 5 POSTS

Position Summary

Attends to needs of patients admitted to a hospital; attends to Food & Beverage service needs of other hospital functions. It is also the responsibility of a hospital room service attendant to make sure that meals are prepared according to each patient's nutritional needs.

Duties & Responsibilities

- i. Confer with patients about their food preferences and create records of conversation for future reference.
- ii. Discuss patients' dietary needs with doctors or nurses to gauge the type of meals that need to be prepared.
- iii. Provide patients with information on what each food item prescribed by the doctor contains and how it is suitable for their condition.
- iv. Verify from patients if they have any food allergies and make appropriate notes.
- v. Prepare each patient's food order according to the specific diet plans specified by the doctor.
- vi. Make sure that the food is as tasty as possible so that patients develop a liking to it.
- vii. Prepare food trays by measuring out appropriate portions of each food item.
- viii. Refer to notes to determine if any drinks or beverages are allowed to individual patients.
- ix. Deliver foodservice trolley to patients' rooms and provide them with information about what the menu and ingredients consist of.
- x. Ask patients if they would like any additional allowed food items on the foodservice trolley from next time onwards.
- xi. Take the foodservice trolley back to the kitchen and handle any leftovers according to what the hospital policy dictates.
- xii. Clean and sanitize plates, dishes, and flatware.
- xiii. Make sure that all work areas are cleaned and sanitized appropriately.
- xiv. Take feedback from patients regarding food items offered to them and relay information to the hospital food service manager.
- xv. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. A Diploma or Certificate in Hospitality, Food & Beverage Production or related course from a reputable institution.
- ii. Knowledge of hospital hospitality operations.
- iii. Knowledge of professional standards.



- iv. Proficiency in computer applications.
- v. Familiarity with kitchen sanitation and safety regulations.
- vi. At least two (2) years working experience as a Waiter/Waitress in a reputable institution.
- vii. Flexibility to work during evenings and weekends.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Strong interpersonal and problem-solving abilities.

14. HOSPITAL CATERING STEWARDS - V/FT/57/2022 – 6 POSTS

Position Summary

As a Catering Steward you will report to the kitchen Supervisor in all stewarding related matters in the back of house areas concerning food and beverage, cleaning of equipment and ensuring all work areas are hygienically clean.

Duties & Responsibilities

- i. Assisting with sweeping, mopping, and polishing the catering areas and equipment.
- ii. Cleaning the stoves, ovens, pots, pans, grills, and refrigerators.
- iii. Washing dishes, glasses, and cutlery & polishing silver when necessary.
- iv. Assisting with unloading and storing stock.
- v. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Certificate in Hospitality or a related and relevant course from a reputable institution.
- ii. Highly responsible & reliable.
- iii. Ability to work well under pressure in a fast-paced environment.
- iv. Knowledge of the relevant legislations.
- v. Knowledge of professional standards.
- vi. Ability to focus attention on guest needs, always remaining calm and courteous.
- vii. Familiarity with kitchen sanitation and safety regulations.
- viii. Flexibility to work during evenings and weekends.
- ix. At least two (2) years related experience in a similar institution or star rated hospitality establishment

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Strong interpersonal and problem-solving abilities.



If your background and competencies match the specifications of the above positions, please apply online via: www.kutrrh.go.ke/careers OR send hard copies of your *Application Letter, Curriculum Vitae, and Filled Application Form* and *Licence ONLY* to the address below:

**The Chief Executive Officer
Kenya 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, CV, Filled Application Form, and licence* when you apply online via the portal.

The deadline for the receipt of all applications is **5th April 2022**.

Only shortlisted candidates will be contacted. All successful candidates must fulfil 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.
KUTRRH is an Equal Opportunity Employer.**

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