



**KENYATTA UNIVERSITY TEACHING,
REFERRAL & RESEARCH HOSPITAL
(KUTRRH)**

**JOB DESCRIPTIONS FOR VARIOUS CADRES
VIDE THE CAREER OPPORTUNITIES
ADVERTISEMENT**

TUESDAY, 23RD JULY 2019



DIRECTOR OF CLINICAL SERVICES (DSC/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: None
Job Title: Director of Clinical Services	
Reports to: Chief Executive Officer	
Direct Reports: <ul style="list-style-type: none">a) Deputy Director – Surgical servicesb) Deputy Director - Pharmaceutical servicesc) Deputy Director – Medical Servicesd) Deputy Director – Diagnosticse) Deputy Director – Public Health & Quality Assurance	
2. PURPOSE OF THE JOB:	
Reporting to the Chief Executive Officer, the Director-Clinical Services job exists to provide clinical governance in the department; oversee and ensure quality clinical referral, clinical research, training services and delivery of clinical services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<p>(a) Participate in KUTRRH strategic planning</p> <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Oversee and ensure the strategic planning of the department as well as facilitate services across that has significant impact on the performance or business outcome of KUTRRH or its sub-functions.• Participate in the comprehensive strategic planning of the hospital and formulations of its policies and principles.• Ensure evaluation of risks and business trade-offs and oversee changes to develop optimal business solutions and results. <p>(b) Ensure that patients have appropriate medical staff coverage</p> <ul style="list-style-type: none">• Oversee and ensure proper planning for adequate and appropriate clinical staff in the hospital.• Oversee and ensure the recruitment and deployment of clinical staff within the hospital.• Head the clinical department and lead the clinical services delivery in the hospital. <p>(c) Oversight of medical governance</p> <ul style="list-style-type: none">• Ensure that the culture of KUTRRH is team-based, fact-based, customer-based and work towards achievement of the Vision of the hospital.• Lead and guide the development, approval and implementation of specific best clinical practice and patient care related policies and procedures.• Ensure the collaboration of all stakeholders in clinical referral, clinical research and training in the process of developing, implementing and interpreting policies, programmes and activities.• Chair the Clinical Committee in the hospital.	



- Oversee and ensure the monitoring and evaluation performance of clinical management team in the hospital.
- Assist in the development of terms of reference and credentialing criteria for each of the department position with quality performance indicators for clinical practice, education and research activities.
- Ensure quality appropriate delivery of clinical referral research and training activities at the hospital and advise the board on the same.

(d) Oversight of quality and patient safety

- Assist in planning and setting priorities for hospital wide quality improvement and patient safety activities.
- Review patient complaints and ensure a satisfactory resolution thereof with proper corrective and preventive actions.
- Assist in the establishment of systems and methods for reviewing the quality and appropriateness of clinical care and other health-related services.
- Ensure quality and patient safety reviews are acted upon.
- Follow up on mitigation and suggested systemic changes within the clinical services department in the hospital.
- Ensure implementation of global best clinical practices.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- Master of Medicine in any Medical Specialization from a recognized institution.
- Sub-specialization in a health related field will be an added advantage
- Senior Management Course in a health related field lasting not less than 6 weeks.
- An MBA or a Doctorate Degree will be an added advantage.

Minimum level of knowledge required for the job: Evidence required

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of clinical research and training in a reputable institution.

Professional qualifications required to effectively perform in the role:

- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License.
- Professional Insurance indemnity cover

Soft skills required for the job:

- Communication skills
- Observation skills
- Analytical skills
- Team player
- Compassionate
- Organizational & Supervisory skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least 10 years' experience in a Senior Clinical Management Position.



DIRECTOR OF NURSING SERVICES (DNS/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: None
Job Title: Director of Nursing Services	
Reports to: Chief Executive Officer	
Direct Reports: <ul style="list-style-type: none">a) Deputy Director Medical Servicesb) Deputy Director Surgical Services	
2. PURPOSE OF THE JOB	
Reporting to the Chief Executive Officer, the Director Nursing Services job exists to provide leadership, oversight and coordination of nursing services department, its operations and services' quality in collaboration with the Director Clinical Services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<p>a) Leadership</p> <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Provide oversight of overall operational and administration of nursing and paramedical management in the hospital.• Oversee and ensure planning of all nursing programmes, projects and activities in the hospital.• Oversee and ensure the establishment of nursing service policies, procedures and practices in the hospital are of international standards.• Provide leadership in the determination of clinical and administrative nursing and paramedical goals and direction.• Ensure and contribute to an environment where professional collaboration is fostered through mutual respect and understanding.• Provide leadership in and ensure that the nursing department provides opportunity for nursing research and training in collaboration with local, regional and global Institutions. <p>b) Participate in the hospitals strategic planning</p> <ul style="list-style-type: none">• Ensure the formulation and contribution of the nursing services component of the hospital strategic plans.• Oversee and ensure strategic planning process for nursing department including the preparation of work plans for nursing operations, resource allocation, setting and attainment of goals. <p>c) Oversight of Nursing and paramedical Governance</p> <ul style="list-style-type: none">• Ensure that the culture of KUTRRH nurses is team-based, fact-based customer-based and work towards achievement of the hospitals Vision.• Ensure that International Nursing standards and practices are adopted and met in the hospital.• Oversee the planning and availability of all resources required in the nursing department for the provision of timely quality nursing service delivery.• Oversee and ensure performance appraisal and nursing training and development systems based on professional practice, standards, relevant statistics and regulations.	



- Oversee and ensure Development, review and implementation of evidence-based policies, procedures and standards, evaluating their effectiveness in accordance with established programmes of supervision and evaluation, giving guidance as needed.

d) Oversight of quality and patient safety

- Ensure that all nursing services are provided in accordance with established national, international and hospital nursing standards, policies and procedures.
- Oversee and ensure the development of nursing indicators and performance indicators to monitor clinical practices and standards within their units.
- Ensure and lead continuous quality service improvement and accreditation initiatives, in-service education programs, unit meetings and committee functions as assigned.
- Oversee and ensure systematic evaluation of quality and effectiveness of nursing practice.
- Assess quality of nursing and paramedical practices and patient care through data and provides feedback and directions to improve outcomes.
- Monitor practices of staff to ensure function within professional standards of practice.
- Ensure adherence to the hospital referral policy and guidelines.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Nursing from a recognized university.
- b) Master's Degree in Nursing or related field from a recognized university.
- c) Senior Management Professional course lasting not less than 6 weeks.
- d) Diploma in any Nursing specialization or PhD will be an added advantage

Professional qualifications required to effectively perform in the role:

- a) Registration with the Nursing Council of Kenya
- b) Valid Practice License

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record in nursing research and training in a reputable institution.

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Compassionate
- h) Organizational skills
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least 10 years working experience in the Senior Nursing Management position.



DIRECTOR OF FINANCE, STRATEGY & PLANNING (DFSP/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Directorate	Section/Unit: None
Job Title: Director of Finance, Strategy & Planning	
Reports to: Chief Executive Officer	
Direct Reports: a) Chief Finance Officer b) Deputy Director Hospital advancement, planning and strategy	
2. PURPOSE OF THE JOB:	
Reporting to the CEO, the Director Finance, Strategy & Planning will lead the development and implementation of the strategic planning and reporting framework, direct implementation of corporate planning processes for the hospital and will be responsible for all financial aspects of the hospital, both operational and strategic including ensuring effective financial management and financial control and for the performance of operational finance at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<p>a) Leadership</p> <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Support the CEO in ensuring that the Hospital operates in accordance with the mission and policies set by the Board of Management.• Identify opportunities to initiate the implementation and evaluation of strategic and business planning processes in the hospital.• Provide leadership in the preparation and utilization of hospital budget a• Initiate budgetary control measures to ensure value for money.• Ensure the financial reporting systems and processes are standardized across the hospital to enhance accountability.• Provides proactive, sound guidance regarding management of assets and investments and other income generating opportunities within the facility.• Works with departmental heads to implement financial plans and productivity benchmarks and to monitor progress toward financial goals. <p>b) Participate in the organization's strategic planning</p> <ul style="list-style-type: none">• Lead the annual goal setting process and the development of hospitals strategic plan and support departments to realize the Vision, Mission and mandate of the Hospital• Collaborate with the CEO to plan, implement and evaluate hospital operational plans.• Provide strategic advice to the hospital management to enable shared understanding of best practices regarding divisional plans for highly effective and well aligned objectives of the hospital.• Engage to monitor trends, performance and progress against the strategic/ corporate plan and evaluate further support which may be required to ensure delivery against the plan• Facilitate periodic formative and summative evaluation of the strategic plan to ensure targets are achieved and any variances noted. <p>a) Audit</p>	



- Facilitate and manage relationships with internal and external audit functions and with the CEO, play a leading role in liaison with any regulatory bodies

b) Participate at professional forums, regulatory and statutory bodies.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Commerce, Education, Economics or any related field from a recognized university.
- b) Master's in Business Administration, Strategic Management Policy or related field from a recognized university.
- c) Senior Management professional course not lasting less than 6 weeks
- d) PhD is an added advantage
- e) Certification in any financial course will be an added advantage

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards.

Professional qualification required to effectively perform in the role:

- a) Registration with the relevant professional body if applicable

Soft skills required for the job:

- Communication skills
- Leadership skills
- Supervisory skills
- Team building skills
- Observation skills
- Analytical skills
- Organizational skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum years of experience the jobholder is required to have to be appointed to the position:

At least 10 years working experience in a Senior Financial, Planning or Strategy position.



DIRECTOR TRAINING, RESEARCH & INNOVATION (DTRI/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Training, Research & Innovation	Section/Unit: None
Job Title: Director Training, Research & Innovation	
Reports to: Chief Executive Officer	
Direct Reports: <ul style="list-style-type: none">a) Deputy Director - Research & Innovationb) Deputy Director - Capacity building & Training	
2. PURPOSE OF THE JOB	
Reporting to the CEO, The Director Training, Research, and innovation will ensure strategic leadership in formulation and implementation of research and planning policies, systems and procedures at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<p>a) Leadership</p> <ul style="list-style-type: none">• Sit as member of the hospital management committee.• Head the Training, Research and innovation Directorate.• Coordinate the development and implementation of research strategy, policies, systems and procedures.• Ensure the effective dissemination of research findings to relevant partners and Stakeholders.• Spearhead and coordinate the organization's research assignments.• Collating and analyzing macro-economic, socio-economic and fiscal data.• Determine the most appropriate route for commercialization and progress the development of innovative services.• Oversee objective research and analysis on budget implementation policy.• Develop a network of contacts within professional healthcare organizations, other institutions of higher learning within Kenya, the Region and globally• Ensure all staff engaged in clinical research are appropriately trained, qualified and where appropriate, assure information is available for medical staff to include information within appraisals.• To produce an annual report detailing all research activity, income and output.• To ensure the completion and reporting of studies conducted in the organization.• Develop and deliver an international strategy which builds upon foundations around the world and identify new opportunities to work in partnership that furthers the professional and commercial ambitions of the hospital.• Ensure training resources are readily accessible to trainees as per accreditation guidelines.• Develop suitable programs for the development of clinical and broader based professional skills covering the subjects laid down in the training program curriculum and utilize a range of evaluation strategies in the continuous improvement of both formal and informal education programs.• Carry out market research and market entry feasibility studies in support of the assessment of the clinical or commercialization potential of innovation.	



- Develop collaboration agreements to support the commercialization of innovation.
- Provide a prospective training program for the trainees
- Ensure the process for Intellectual Property is fulfilled for all innovations within the hospital
- Help researchers and innovators on developing business cases
- Support researchers in budget management
- Grant identification and grant proposal writing.
- Support researchers on research dissemination

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor's Degree in Science, Education, Social Sciences or related field from a recognized Institution
- Master's Degree in Science, Education, Social Sciences or related field from a recognized Institution.
- MBA or PhD will be an added advantage
- Senior Management Course not lasting less than 6 weeks

Minimum level of knowledge required for the job (evidence required):

- Possesses skills in Research, Innovation and Project Management.
- Knowledge of fundraising and grant writing techniques (number and amount)
- Knowledge of writing scientific proposals and papers
- Knowledge of Budget Management

Professional qualifications required to effectively perform in the role:

- Professional qualification in a relevant area

Soft skills required for the job:

- Communication skills
- Team Management skills
- Analytical thinking skills
- Problem solving skills
- Organizational skills
- Decision Making skills
- Compassionate
- Organizational skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least ten year's working experience at a Senior Management level in training, research and innovation



DIRECTOR OF CORPORATE SERVICES & ADMINISTRATION (DCSA/KUTRRH/2)

1. BACKGROUND INFORMATION:	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: None
Job Title: Director – Corporate Services & Administration	
Reports to: Chief Executive Officer	
Direct Reports: <ul style="list-style-type: none">a) Deputy Director-Corporate Affairs & Partnershipsb) Deputy Director – Administration Servicesc) Deputy Director - Human Resources	
2. PURPOSE OF THE JOB:	
Reporting to the CEO, the Director Corporate Services & Administration job is responsible for providing leadership, oversight and direction for smooth, effective and efficient operation of hospital administration department at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none">a) Leadership<ul style="list-style-type: none">• Sit as a member of the hospital management committee.• Provide transformational leadership in the areas of Administration, Human Resources, Corporate Affairs and Partnerships.• Support the CEO in ensuring that the Hospital operates in accordance with the mission and policies set by the Board of Directors.• Develop and foster effective collaboration between various departments, staff leadership and other affiliated services to ensure an integrated approach to providing services and fulfilling the Hospital's vision, mission and mandate.• Oversee the hospital's physical facilities and be responsible for the maintenance of all facilities and equipment.• Work with the hospital's leadership, serving as a resource to reduce costs, enhance revenues, achieve goals and objectives, analyze and utilize information to develop and support management decisions.• Develop and work towards ensuring appropriate administrative and staffing structures for the hospital.• Oversee quality management teams.b) Participate in the organization's strategic planning<ul style="list-style-type: none">• Lead the annual goal setting process and participate in the development of strategic plans of the Corporate Services Directorate to realize the mission of the Hospital.• Collaborates with the Hospital management to plan and implement strategic and operational plans.c) Oversight of Administration Governance and Quality<ul style="list-style-type: none">• Ensure that the culture of KUTRRH is team-based, fact-based, customer-based and work towards achievement of the Vision of KUTRRH.• Facilitate the improvement of core processes and systems of the Hospital to achieve set targets and satisfy both the external and internal customers.	



- Oversee effective referral networks to ensure effective and smooth patient-care and operations
- Foster strong partnerships and networks to facilitate the development of a comprehensive health care system.
- Ensure that the Hospital is accredited nationally and internationally.

d) **Representation in professional forums and compliance with regulatory and statutory bodies**

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Business Administration, Education or any Social-Science related field from a recognized university.
- b) Master's Degree in Administration, Education or related field from a recognized university.
- c) Any qualification in Public Relations, MBA or a Doctorate Degree will be an added advantage.
- d) Senior Management Professional Course lasting not less than 6 weeks.

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards.

Professional qualification required to effectively perform in the role:

- a) Registration with the relevant professional body if applicable
- b) Project Management Certification

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Organizational skills
- h) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least 10 years' working experience in a Senior Administrative Position.



DEPUTY HUMAN RESOURCES DIRECTOR (DCSDH/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resources Director	
Reports to: Director- Corporate and Administrative Services	
Direct Reports: <ul style="list-style-type: none">a) Human Resource Officer I-Recruitmentb) Human Resource Officer I-Payrollc) Human Resource Officer I-Staff Welfared) Human Resource Officer I – Training and Developmente) Human Resource Officer I-Performance and Reward Management	
2. PURPOSE OF THE JOB	
Reporting to the Director Corporate Services, the Deputy Human Resource Director job exists to coordinate and provide human resource management services, and advise the CEO on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Oversee and ensure planning for all human resources required in the hospital in collaboration and coordination with other heads of sections and units of the hospital and thus contribute to its overall strategic planning.• Coordinate the implementation of the human resource management component of hospital strategic plan within the vision, mission and culture of the hospital and other national and international human resource management frameworks.• Coordinate all the human resource functions in the hospital and represent the section and its pertinent matters within and without the hospital.• Ensure and maintain an up-to-date hospital human resource register, staff contracts, balanced placement in order to maintain optimal utilization of all human resources of the hospital.• Ensure that the human resource section of the hospital has all human and non-human resources required to offer human resource management services in the hospital.• Conduct and coordinate capacity assessment and capacity situations in the hospital in order to ensure continuous sufficiency, efficiency and effectiveness for sustainability and continuous performance and productivity in the hospital.• Establish human resource policies and procedures for the hospital within the framework of local and international labor laws and policies and communicate the same to all stakeholders in the hospital.• Coordinate human resource processes of recruitment, placement and induction, compensation and maintenance, welfare, performance and reward management, disciplinary, and separation in the hospital.• Initiate and coordinate disciplinary action and processes of hospital staff in collaboration with other sections' and units' heads in the hospital within the established HRM policies and procedures.• Coordinate and provide human resource management services and service delivery in the hospital ensuring that they meet the expected standards and compliance in the hospital.	



- Supervise human resource management section staff together with their services in the hospital, to ensure that they offer timely services within the expected standards, complying with the Labour Laws, Employment Relations human resource practices in the hospital.
- Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes in the human resource management section and entire hospital for their effective and efficient performance and productivity.
- Ensure and provide continuous staff motivation and inspiration through the appropriate performance and reward management programmes and practices in the hospital.
- Ensure attraction, retention and maintenance skilled, experienced and competent human resources in the hospital through, good leadership and sound human resource practices, and competitive salaries and remunerations within SRC recommended frameworks.
- Ensure and provide human resource advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Work with other sections' and units' heads and human resource management specialists to solve single or multiple problematic human resource management issue (s), whenever it arises in the hospital.
- Liaise with government agencies such as the Public Service Commission, Salaries and Remuneration Commission, the Industrial Court and COTU to ensure human resource management and relations compliance in the hospital.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the human resource management section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in Management or Social Sciences from a recognized institution
- Masters' Degree in Human Resource Management or any other Social Science from a recognized institution

Professional qualifications required to effectively perform in the role:

- Registration with the Institute of Human Resource Management
- Valid Practising certificate from IHRM or any other recognized body

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of industrial and labour laws
- Knowledge of industrial/employment relations
- Psychological Counseling skills
- Knowledge of professional standards

Soft skills required for the Job:

- Communication skills
- Organizational skills
- Leadership skills
- Team building skills
- Observation skills
- Listening skills
- Analytical skills
- Resilience and compassionate
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:



Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as a Human Resources Manager in a similar level organization



DEPUTY DIRECTOR – CORPORATE AFFAIRS & PARTNERSHIPS (DCSAP/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Corporate Affairs
Job Title: Deputy Director Corporate Affairs & Partnerships	
Reports to: Director Corporate Affairs	
Direct Reports: <ul style="list-style-type: none">a) Procurement and Supply Chain Managerb) Marketing Managerc) Public Relations Manager	
2. PURPOSE OF THE JOB:	
Reporting to the Director-Corporate Affairs, the Deputy Director-Corporate Affairs job exists to oversee, coordinate and direct the corporate affairs division and advise the CEO on corporate affairs services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Sit as member of the department's senior management team, participate in and contribute to all its mandates and activities.• Oversee and manage the corporate affairs function of the hospital by ensuring that all its resources are well planned for in order to support timely and quality service delivery in the hospital.• Participate in and contribute to the overall strategic planning process for the hospital.• Provide leadership, guidance and direction to corporate affairs division for timely and quality service delivery in the hospital.• Offer supportive supervision of corporate affairs division facilities and services, and its sections and departments in the hospital.• Ensure that he/she corporate affairs division generates the target revenue required to facilitate corporate affairs delivery and other hospital financial obligations.• Ensure the coordination of the implementation of the hospital strategic plan in the corporate affairs division within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.• Ensure that corporate affairs division has all the required human and non-human resources required to offer corporate services in order to support clinical referral, research and training services in the hospital.• Oversee and ensure the recruitment, maintenance and disciplinary action and processes of the corporate affairs division staff in the hospital.• Oversee and coordinate the provision of timely quality and sufficient corporate affairs services in the hospital within the established policy and professional frameworks.	



- Ensure continuous training and development of corporate affairs division staff for their effective and efficient performance and productivity in the hospital.
- Ensure continuous advisory services concerning corporate affairs in the hospital to the hospital executive and other stakeholders through the appropriate media.
- Work in collaboration with other divisions, sections and departments in dealing with corporate affairs issues for timely quality clinical referral, research and training services in the hospital.
- Ensure and oversee monitoring and evaluation of the corporate affairs division in order to establish its progress and achievement, prepare and disseminate periodic reports appropriately.

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Management Sciences or Social Sciences from a recognized institution.
- b) Masters' Degree in Management Sciences or Social Sciences from a recognized institution.
- c) Senior Management Professional Course not lasting less than 6 weeks

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Human resource management skills

Professional qualifications required to effectively perform in the role:

- a) CPA (K) or CPS (K) or its equivalent

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Team building skills
- d) Organizational skills
- e) Observation skills
- f) Analytical skills
- g) Ability to work under pressure

4. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years' working experience as Deputy Director Corporate Affairs Services.



CORPORATION SECRETARY (BMS/KUTRRH/3)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit Legal Services
Job Title: Corporation Secretary	
Reports to: Chief Executive Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the CEO, the Corporate Secretary job exists to ensure the integrity of governance framework, efficient administration, compliance with statutory and regulatory requirements, implement Board decisions and provide legal advice at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Manage the hospital board secretariat together with its assets such as the company seal, registration certificate and other legal documents and other resources and business in the hospital. • Plan for all human and non-human resources required in running the affairs of the hospital board secretariat in the hospital. • Provide expert advice to the Board in respect of current legislations, corporate governance best practice requirements, role of directors, ethical standards, board reporting obligations and proper meetings procedure in the hospital. • Arrange Board and Board Committees' meetings and functions, set agendas, compile and circulate papers, attend meetings, and take minutes, and initiate and direct action to give practical effect to decisions and actions arising out of meetings in the hospital. • Manage and respond to correspondence directed to the Board, the Chair and other Board Members in the hospital. • Maintain the Board's online information-sharing portal by ensuring effective and efficient information flows: - within the Board; - from the Board to its Committees and from the Committees to the Board; and - between the Board and the Executive, and record declarations/conflicts of interest of Board Members in the hospital. • Maintain other records relevant to the Board and its operations within and without the hospital. • Prepare and review Board and Committee charters, policies and procedures and ensure adherence to same and other emerging governance policies and procedures in the hospital. • Facilitate the recruitment and induction of new Board Members in the hospital. • Develop and maintain strategic relationships with key internal and external stakeholders such as the hospital executive committee, Ministry of health, ministry of education and the ministry of finance, and other governmental and non-governmental and private sector strategic partners to the hospital. • Perform other secretarial duties as reasonably required by the Chair and other Board Members from time to time. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors of Law from a recognized institution
- b) Master's Degree in Public Administration, MBA or related course will be an added advantage
- c) Senior Management Course not lasting less than 6 weeks

Professional qualifications required to effectively perform in the role:

- a) Post Graduate Diploma in law from the Kenya School of Law
- b) Registration with the Law Society of Kenya.
- c) Certified Public Secretary

Minimum level of knowledge required for the job

- a) Computer literate
- b) Excellent knowledge of the State Corporation Act
- c) Excellent knowledge of the *Mwongozo* Code of Governance for State Corporations
- d) Knowledge of hospital operations procedures
- e) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Interpersonal skills
- c) Organizational skills
- d) Listening skills
- e) Analytical skills
- f) Courageous
- g) Patient and resilient
- h) Ability to work under pressure
- i) Ability to observe high level confidentiality

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least ten years' working experience as a Corporation (Company) Secretary six of which must be at Management



HEAD OF DEPARTMENT – INTERNAL MEDICINE (DCSIM/KUTRRH/4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Internal Medicine
Job Title: Head of Department Internal Medicine	
Reports to: Deputy Director- Medical Services	
Direct Reports: <ul style="list-style-type: none">a) Senior Medical Specialistsb) Medical Specialistc) Senior Medical Officers	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Medical Services, the Head of Department Internal Medicine's job exists to coordinate and provide specialized general medical services, coordinate general medical research and training and advise the hospital and public on internal medicine matters at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Plan for all general medical services and resources in the internal medicine unit of the hospital; and participate in and contribute to the overall strategic planning of the hospital.• Ensure and coordinate the implementation of the hospital's strategic plan in the internal medicine unit within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.• Chair and act as the contact person for the internal medicine unit's clinical referral, research and training matters in the hospital.• Ensure that the internal medicine unit of the hospital has all the required resources required to offer specialized general medical services, research and training in the hospital.• Participate in the recruitment and disciplinary processes of internal medicine staff in the hospital.• Coordinate and provide specialized medical services and service delivery in the internal medicine unit of the hospital, ensuring that they meet the expected standards of quality, quantity and compliance.• Coordinate internal medicine referral services within and without the hospital according to the specialized medical services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.• Supervise internal medicine staff together with their services, in the internal medicine unit of the hospital to ensure that they offer timely specialized medical services within the expected standards of quality and quantity in compliance with the established ethics and regulations.• Ensure and coordinate continuous training and development of internal medicine staff for their effective and efficient performance and productivity.• Coordinates and provide medical research and training within the internal medicine unit of the hospital as well as ensure collaboration and cooperation with Internal Medicine unit of the hospital.	



<ul style="list-style-type: none"> • Offer specialized internal medical services' advice to the hospital executive and other sections/units and the general public in the appropriate media. • Work with other medical specialists to solve single or multiple medical issue (s) or perform extensive surgery, when required in the hospital. • Monitor and evaluate progress and achievement of the internal medicine unit and services; research and training programs in the hospital; and prepare and disseminate periodic reports appropriately
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution b) Masters of Medicine (Internal Medicine) from a recognized institution
<i>Professional qualifications required to effectively perform in the role:</i>
a) Registration with the Kenya Medical Practitioners and Dentists Council b) Valid Practice License c) Professional Insurance Indemnity Cover
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Track record of clinical research and training in a reputable institution
<i>Soft skills required for the Job:</i>
a) Communication skills b) Leadership skills c) Organizational skills d) Observation skills e) Analytical skills f) Compassionate g) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' experience as a Senior Medical Specialist, two of which should be as a Head of Department in a reputable hospital.



HEAD OF DEPARTMENT – OBSTETRIC AND GYNAECOLOGY - DCSOG/KUTRRH/4

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Obstetrics and Gynaecology Services
Job Title: Head of Department - Obstetrics and Gynaecology	
Reports to: Deputy Director - Medical Services	
Direct Reports: <ul style="list-style-type: none">a) Senior Obstetrics and Gynaecologistb) Obstetrics and Gynaecologist	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Medical Services, the Head of Department Obstetrics and Gynaecologist coordinates and provides specialized obstetrics and gynaecological services, coordinates obstetrics and gynaecological research and training and advises the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	



- Plan for all obstetrics and gynaecology services and resources in the hospital; and participate in and contribute to the overall strategic planning of the hospital.
- Coordinate the implementation of the hospital's strategic plan in the obstetrics and gynaecology unit within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.
- Ensure that obstetrics and gynaecological unit of the hospital has all the required human and non-human resources required to offer specialized obstetrics and gynaecological services, research and training in the hospital.
- Participate in the recruitment and disciplinary action and processes of internal medicine staff in the hospital.
- Coordinate and provide specialized obstetrics and gynaecological services and services delivery in the obstetrics and gynaecology unit of the hospital ensuring that they meet the expected standards and compliance.
- Coordinate obstetrics and gynaecological referral services within and without the hospital according to the obstetrics and gynaecological services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- Supervise obstetrics and gynaecology staff together with their services, in obstetrics and gynaecology unit of the hospital to ensure that they offer timely services within the expected standards, complying with the established ethics and regulations.
- Ensure and coordinate continuous training and development of obstetrics and gynaecology staff for their effective and efficient performance and productivity.
- Coordinate and provide medical research and training within the obstetrics and gynaecology unit of the hospital
- Offer specialized obstetrics and gynaecological service advice to the CEO and other sections/units and the general public in the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue(s) or perform extensive surgery, when required in the hospital.
- Monitor and evaluate progress and achievement of the obstetrics and gynaecology unit's clinical referral, research and training programmes and prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- Master of Medicine in Obstetrics and Gynaecology from a recognized institution
- Senior Management Course lasting not less than 6 weeks

Professional qualifications and Compliance required to effectively perform in the role:

- Registration with the Kenya Medical Practitioners and Dentists Board
- Valid Practice License
- Professional Insurance Indemnity Cover

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Track record of clinical research and training in a reputable institution

Soft skills required for the Job:



- a) Communication skills
- b) Leadership skills
- c) Organizational skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Supervisory skills
- h) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' experience as a Senior Obstetrics and Gynaecologist, two of which should be Head of Department in a reputable hospital.



HEAD OF ACCIDENT & EMERGENCY (DCSAE/KUTRRH /4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Accident & Emergency Services
Job Title: Head of Accident & Emergency Services	
Reports to: Deputy Director Medical Services	
Direct Reports: <ol style="list-style-type: none"> a) Senior Medical Officers 	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Surgery Services, the Head of Accident & Emergency job exists to coordinate medical services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in the strategic planning of the medical services division for significant impact on the performance or business outcome of KUTRRH or its sub-functions. • Plan for adequate and appropriate medical staff availability for the A&E unit. • Prepare duty rosters and work plans for medical staff in the A&E unit of the hospital. • Ensure quality and appropriate delivery of medical services in the A&E unit of the hospital and advise the Deputy Director Clinical Services on service delivery situations therein. • Supervise staff deployed within the A&E unit of the hospital together with their work in order to ensure that they operate within the established procedures and deliver services within the established standards. • Implement the culture of team-base, fact-base and patient-base and work towards achievement of the Vision of KUTRRH in the A&E unit of the hospital. • Coordinate medical services within the A&E unit within the established principles, values and practices of the hospital for the best interest of the patients. • Implement specific best practice clinical and patient care related policies and procedures in the A&E unit of KUTRRH. • Serve as a link between A&E unit and other units; and the education and research facets in the process of interpreting and implementing policies, programmes and activities. • Organize and implement training, development and mentorship programmes for medical staff within the A&E unit of the hospital. • Train medical students within the A&E unit of the hospital and mentor them to be competent medics to offer quality emergency medical care services to patients. • Attend to and diagnose the patients' emergency medical needs within the unit as a way of collaborating with other medical staff and getting the right perspective of service delivery within the division. • Refer patients to appropriate specialized clinics and consultants within the hospital for further management of their medical condition. • Monitor and evaluate medical services delivery within the A&E unit of the hospital and report to the appropriate stakeholders for the appropriate action • Propose and assign improvement actions to relevant medical staff in the A&E unit in order to improve quality of services delivered and for patient care. 	



<ul style="list-style-type: none"> • Forward disciplinary cases for action following quality and patient safety reviews, from the A&E unit to the appropriate authorities and follow up on mitigation and systemic changes. • Ensure continuing professional development and medical education activities to staff members within the A&E unit of the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelor's Degree in Medicine and Surgery from a recognized university b) Postgraduate training in Emergency Medicine from a recognized institution c) Senior Management Course not lasting 6 weeks
<i>Professional qualifications required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Must be registered with the Kenya Medical Practitioners and Dentists Council b) Must have a valid practice license c) Must have additional training in emergency care d) Professional Insurance Indemnity Cover
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards
<i>Soft skills required for the Job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills c) Analytical skills d) Observation skills e) Organizational skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' experience in Emergency Medical Practice, two of which should be as a Head of Unit in a reputable health facility



HEAD OF DEPARTMENT TRAUMA & ORTHOPEDICS (DCSTO/KUTRRH /4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Orthopedic Surgery
Job Title: Head of Department – Trauma & Orthopedics	
Reports to: Deputy Director- Surgery Services	
Direct Reports: <ol style="list-style-type: none"> Senior Orthopedic Surgeon Orthopaedic Surgeon 	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Director-Surgery Services, the Head of Department Orthopaedic job exists to coordinate and provide Orthopaedic services, coordinate Orthopaedic surgery research and training, and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all orthopaedic surgery services and resources required in the orthopedic surgery unit of the hospital; and participate in and contribute to the overall strategic planning of the hospital. Coordinate the implementation of the hospital strategic plan in the orthopedic surgery unit within its vision, mission and culture and other national and international healthcare frameworks. Chair the orthopedic unit and act as its contact person in clinical referral services, research and training matters in the hospital. Ensure that orthopedic surgery unit of the hospital has all the required human and non-human resources required to offer orthopedic surgical services, research and training in the hospital. Participate in the recruitment and disciplinary action and processes of orthopedic surgery unit staff in the hospital. Coordinate and provide orthopedic surgical services and services delivery in the orthopedic surgery unit of the hospital ensuring that they meet the expected standards and compliance in the hospital. Coordinate orthopedic surgery referral services within and without the hospital according to the orthopedic surgery services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies. Supervise orthopedic surgery staff together with their services, in the orthopedic surgery unit of the hospital to ensure that they offer timely orthopedic services within the expected standards, complying with the established ethics and regulations in the hospital. Ensure and coordinate continuous training and development of orthopedic surgery unit staff for their effective and efficient performance and productivity in the hospital. 	



- Coordinate and provide medical research and training within the orthopedic unit of the hospital.
- Provide specialized orthopedic surgery services' advice to the hospital executive and other sections/units and the general public in the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue (s) or perform extensive surgery, when required by patients in the hospital.
- Monitor and evaluate progress and achievement of the orthopedic surgery unit and services, research and training programs in the hospital, prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- Masters in Medicine in Orthopaedic Surgery or its equivalent from a recognized institution
- Senior Management Course not lasting less than 6 weeks.

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Track record of clinical research and training in a reputable institution

MINIMUM LEVEL OF PROFESSIONAL QUALIFICATION AND COMPLIANCE REQUIRED TO PERFORM EFFECTIVELY IN THE ROLE:

- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover

Soft skills required for the job:

- Communication skills
- Organizational skills
- Leadership skills
- Observation skills
- Analytical skills
- Compassionate
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Senior Orthopaedic Surgeon of which two should be Head of Department in a reputable hospital.



HEAD OF DEPARTMENT – ONCOLOGY (DCSO/KUTRRH /4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Oncology Surgery
Job Title: Head of Department - Oncology	
Reports to: Deputy Director – Medical Services	
Direct Reports: a) Senior Oncology Surgeon b) Oncology Surgeon	
2. PURPOSE OF THE JOB	
<p>Reporting to the Deputy Director-Medical Services, the Head of Department Oncology job exists to coordinate and provide specialized medical oncology services, coordinate oncology research and training and advise the hospital and public on the same at the KUTRRH.</p>	
<ul style="list-style-type: none"> Plan for all oncology services and resources required in the oncology unit; and participate in and contribute to the overall strategic planning of the hospital. 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. Chair and act as contact person for the medical oncology unit and its referral services, research and training matters in the hospital. Ensure that oncology unit of the hospital has all the required human and non-human resources required to offer oncology services, research and training in the hospital. Participate in the recruitment and disciplinary action and processes of oncology staff in the hospital. Coordinate and provide oncology services and service delivery in the oncology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital. Coordinate 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. Supervise 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. Ensure and coordinate continuous training and development of oncology staff for their effective and efficient performance and productivity in the hospital. Coordinate and provide oncology research and training within the hospital . Offer specialized oncology services advice to the hospital executive and other sections/units and the general public in the appropriate media. Work with other medical specialties to solve single or multiple medical issue (s) or perform extensive surgery, when required by patients in the hospital. 	



- 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.

3. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- Master of Medicine in Medical Oncology from a recognized institution
- Senior Management Course lasting not less than 6 weeks

Professional qualifications and Compliance required to effectively perform in the role:

- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover

Minimum level of knowledge required for the job

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of oncology research and training in a reputable institution

Soft skills required for the job (Attributes):

- Communication skills
- Organizational skills
- Leadership skills
- Observation skills
- Analytical skills
- Supervisory skills
- Compassionate
- Ability to work under pressure

4. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' experience as a Senior Oncologist, two of which should be Head of Department in a reputable hospital.



HEAD OF DEPARTMENT – REHABILITATIVE SERVICES - DCSRS/KUTRRH /4

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Rehabilitative Services
Job Title: Head of Department – Rehabilitative Services	
Reports to: Deputy Director – Clinical Services	
Direct Reports: <ul style="list-style-type: none"> a) Snr Physiotherapist b) Snr Occupational Therapist c) Snr Counselling Psychologist 	
6. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Clinical Services, the Assistant Director-Rehabilitative Services job exists to oversee and coordinate rehabilitative services, coordinate and provide research and training in the rehabilitative services division, and advise the hospital and public on the same at the KUTRRH.	
7. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Oversee and manage the rehabilitative services division of the hospital by ensuring that all its resources are well planned and mobilized for timely rehabilitative services delivery in the hospital, and thus participate in and contribute to the overall strategic planning of the hospital. • Provide medical leadership to forward rehabilitative service transformation across the healthcare community in the hospital. • Provide supportive supervision of facilities and services among all units in the rehabilitative services division of the hospital. • Ensure that the rehabilitative services division generates the targeted revenue required to facilitate rehabilitative services delivery and other hospital financial obligations. • Ensure the coordination of the implementation of the hospital strategic plan in the rehabilitative services division within its vision, mission and other national and international healthcare frameworks. • Ensure that the rehabilitative services division has all human and non-human resources required to offer rehabilitative services, research and training in the hospital. • Oversee the recruitment, maintenance and disciplinary action and processes of the rehabilitative services division staff in the hospital. • Oversee rehabilitative services, and service delivery in rehabilitative services division to ensure that they meet the expected standards and compliance in the hospital. 	



- Ensure smooth clinical referral services within and without the division and the hospital according to the division's needs in collaboration with other hospital divisions and sections, and within the framework of the hospital and national referral policies.
- Ensure continuous training and development of rehabilitative services division staff for their effective and efficient performance and productivity in the hospital.
- Ensure coordination and provision of rehabilitative services research and training within the rehabilitative services division of the hospital in collaboration and cooperation with other Rehabilitative departments.
- Ensure continuous advisory services of rehabilitative services chiefs, to the hospital executive, the general public and other stakeholders through the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue (s), when required by patients in the hospital.
- Oversee monitoring and evaluation of clinical referral services, research and training programs in the rehabilitative services division in order to establish their progress and achievement, prepare and disseminate periodic reports appropriately.

8. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

Bachelor of Nutrition & Dietetics, or Physiotherapy, or Counselling Psychology or Occupational Therapy from a recognized institution

Professional qualifications required to effectively perform in the role:

- a) Valid Practice License where applicable
- b) Must have a Certificate in a course in life-saving
- c) Registration with the respective regulatory or professional body

Minimum level of knowledge required for the job:

- f) Computer literate
- g) Knowledge of relevant legislations
- h) Knowledge of professional standards
- i) Track record of clinical research and training in a reputable institution

Soft skills required for the Job:

- j) Communication skills
- k) Organizational skills
- l) Leadership skills
- m) Observation skills
- n) Analytical skills
- o) Compassionate
- p) Ability to work under pressure
- q) Ability to manage teams of professionals

9. Relevant work experience required:



Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least eight years' working experience in any of the Rehabilitative Services, five of which should be Head of Department in Level



HEAD OF DEPARTMENT – ANESTHESIOLOGY (DCSHA/KUTRRH/4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Anesthesia
Job Title: Head of Department Anesthesiology	
Reports to: Deputy Director- Surgery Services	
Direct Reports: <ol style="list-style-type: none"> Senior Anesthetist Anesthetist Senior Medical Officer 	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Surgery Services, the Head of Anesthesiology job exists to coordinate and provide anesthesia services, coordinate anesthesia research and training and advise the hospital and public on the same at KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all anesthesia services and resources required in the anesthesia unit; and participate in and contribute to the overall strategic planning of the hospital Coordinate the implementation of the hospital strategic plan in the anesthesia unit within the framework of its vision, mission and culture and other national and international healthcare and frameworks. Chair and act as its contact person of the anesthesia unit and its clinical referral services, research and training matters in the hospital. Ensure that anesthesia unit of the hospital has all the human and non-human resources required to offer anesthesia services, research and training in the hospital. Participate in the recruitment and disciplinary action and processes of anesthesia staff in the hospital. Coordinate and provide anesthesia services and services delivery in the anesthesia unit of the hospital, ensure that they meet the expected standards and compliance in the hospital. Coordinate anesthesia referral services within and without the hospital according to the anesthesia needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies. Supervise anesthesia staff together with their services, in the anesthesia unit of the hospital to ensure that they offer timely anesthesia services within the expected standards, complying with the established ethics and regulations in the hospital. Ensure and coordinate continuous training and development of anesthesia staff for their effective and efficient performance and productivity in the hospital. Coordinate and provide anesthesia research and training within the hospital. Offer specialized anesthesia services advice to the hospital executive and other sections/units and the general public in the appropriate media. 	



- Work with other medical specialties to solve single or multiple medical issue (s) or perform extensive surgery, when required by patients in the hospital.
- Monitor and evaluate progress and achievement of the anesthesia unit and services, research and training programmes in the hospital, prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- b) Master of Medicine in Anesthesia from a recognized institution
- c) Senior Management Course lasting not less than 6 weeks

Professional qualifications and Compliance required to effectively perform in the role:

- a) Registration with the Kenya Medical Practitioners and Dentists Board
- b) Valid Practice License
- c) Professional Insurance Indemnity Cover

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of clinical research and training in a reputable institution

Soft skills required for the Job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Senior Anesthetist, two of which should be Head of Department in a reputable hospital.



HEAD OF DEPARTMENT MEDICAL RADIOLOGY (DCSCR/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Radiology & Nuclear Medicine
Job Title: Head of Department Medical Radiology	
Reports to: Deputy Director – Medical Services	
Direct Reports: <ol style="list-style-type: none"> Senior Radiologist Radiologist 	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Director-Medical Services, the Head of Department Medical Radiologist job exists to coordinate and provide specialized radiology an imaging services, coordinate radiology and imaging services research and training, and advise the hospital and public on the same at the Kenyatta University Teaching, Research and Referral Hospital.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Directs and coordinates activities of the diagnostic imaging department. • Reviews work schedules and assigns duties to workers within the department to maintain patient flow and achieve productivity. • Oversees staff in operation of medical equipment • Evaluates accuracy and quality of images and provides technical assistant to staff. • Implements and monitors radiation safety measures to ensure safety of patients and staff and compliance with regulatory requirements. • Provide input to strategic decisions that affect the functional area of responsibility • Develops and implements plans, policies and procedures regarding staffing, operations and purchase of radiological/ diagnostic and interventional supplies. • Plan for all diagnostic imaging services and resources in the radiology department of the hospital in collaboration with Radiology Department of various learning institutions • Participate in and contribute to the overall strategic planning of the hospital. • Coordinate and ensure implementation of the hospital strategic plan in the imaging/radiology department within the framework of the vision, mission and culture/philosophy of the hospital and other national and international healthcare frameworks. • Chair radiology department referral, research and training matters in the hospital and act as its contact person. • Ensure that radiology department of the hospital has all the required human and non-human resources required to offer radiology services, research and training in the hospital. • Participate in the recruitment, evaluation, employee relations action and processes of radiology staff in the hospital. 	



- Coordinate and ensure uninterrupted provision of imaging and interventional services in the radiology department of the hospital ensuring that they meet the prescribed quality and procedural standards.
- Coordinate and manage radiological referral services within and out of the hospital according to the imaging needs and in collaboration with other hospital sections and departments and within the framework of the hospital and national referral policies.
- Supervise radiology staff together with their services, in the radiology department of the hospital to ensure that they offer timely radiology services within the expected standards of quantity complying with the established ethics and regulations.
- Ensure and coordinate continuous professional education and development within the department for effective and efficient performance and productivity.
- Coordinate and provide radiological research and training within the hospital.
- Provide the hospital executive and management with relevant radiological and imaging counsel and advice in the field of imaging.
- Cooperate with other clinical disciplines in multidisciplinary teams.
- Prepare tools and regularly perform periodic monitoring and evaluation within the imaging department.
- Spearhead research, source for opportunities and collaborations with relevant bodies, organizations and institutions.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role

- a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- b) Masters of Medicine in Radiology from a recognized institution
- c) Senior Management Course lasting not less than 6 weeks.

Minimum level of knowledge required for the job:

- a) Computer literacy
- b) Knowledge of professional standards
- c) Proven track record of Radiology research and training in a reputable institution

Professional qualifications and Compliance required to effectively perform in the role:

- a) Registration with the Kenya Medical Practitioners and Dentists Council.
- b) Valid Practice License.
- c) Professional Insurance Indemnity Cover

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Organizational skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Senior Radiologist, two of which should be Head of Department in a reputable hospital.



HEAD OF DEPARTMENT PATHOLOGY (DCSP/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Medical Laboratory Services
Job Title: Head Of Department - Pathology	
Reports to: Deputy Director – Clinical Services	
Direct Reports: <ul style="list-style-type: none"> a) Senior Pathologist b) Chief Laboratory Technologist 	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Director – Clinical Services, the Head of Department Pathologist job exists to coordinate and provide medical laboratory services, coordinate pathology research and training and advise the hospital and public on pathology matters at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all laboratory services and resources required in the hospital; and participate in and contribute to the overall strategic planning of the hospital. • Coordinate the implementation of the hospital strategic plan in unit the within its vision, mission and culture of the hospital and other national and international healthcare and frameworks. • Chair laboratory unit and act as its contact person in clinical referral services, research and training matters in the hospital. • Will be in-charge of all the Mortuary activities • Ensure that the laboratory unit of the hospital has all human and non-human resources required to offer pathology services, research and training in the hospital • Participate in the recruitment and disciplinary action and processes of laboratory staff in the hospital. • Represent the hospital in mortuary court matter • Coordinate and provide laboratory services and service delivery in the laboratory unit of the hospital ensuring that they meet the expected standards and compliance in the hospital. • Supervise laboratory staff together with their services, in the laboratory unit of the hospital to ensure that they offer timely laboratory services within the expected standards, complying with the established ethics and regulations in the hospital. • Ensure and coordinate continuous training and development of pathology staff for their effective and efficient performance and productivity in the hospital. • Coordinate and provide laboratory research and training within the hospital. • Provide pathology services advice to the hospital executive and other sections/units and the general public in the appropriate media. • Work with other medical specialties to solve single or multiple medical issue (s) or perform extensive surgery, when required by patients in the hospital. 	



- Monitor and evaluate progress and achievement of the laboratory unit and services, research and training programs in the hospital, prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- b) Master of Medicine in Pathology from a recognized institution
- c) Senior Management Course lasting not less than 6 weeks

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of Pathology research and training in a reputable institution

Professional qualification and Compliance required to effectively perform in the role:

- a) Registration with the Kenya Medical Practitioners and Dentists Council
- b) Valid Practice License
- c) Professional Insurance Indemnity Cover

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' experience as a Senior Pathologist, two of which should be Head of department.



HEAD OF DEPARTMENT – PHARMACY (DCSHP/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Pharmacy
Job Title: Head of Department - Pharmacy	
Reports to: Deputy Director- Rehabilitative Services	
Direct Reports: <ol style="list-style-type: none"> Senior Pharmacist Pharmacist 1 Senior Pharmaceutical Technologist Pharmaceutical Technologist 	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Director-Rehabilitative Services, the Head of Department Pharmacy job exists to coordinate and provide pharmacy services, coordinate pharmacy and pharmaceutical research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all pharmacy services and resources required in the unit of the hospital; and participate in and contribute to the overall strategic planning of the hospital. Ensure and coordinate the implementation of the hospital strategic plan in the unit within its vision, mission and culture and other national and international healthcare and frameworks. Chair pharmacy unit and act as its contact person in clinical referral services, research and training matters in the hospital. Ensure that pharmacy unit of the hospital has all human and non-human resources required to offer pharmacy services, pharmaceutical research and training in the hospital. Participate in the recruitment and disciplinary action and processes of pharmacy staff in the hospital. Coordinate and provide pharmacy services and service delivery in the pharmacy unit of the hospital ensuring that they meet the expected standards and compliance in the hospital. Supervise pharmacy staff together with their services, in the pharmacy unit of the hospital to ensure that they offer timely pharmacy services within the expected standards, complying with the established ethics and regulations in the hospital. Ensure and coordinate continuous training and development of pharmacy staff for their effective and efficient performance and productivity in the hospital. Coordinate and provide pharmacy and pharmaceutical research and training within the hospital. 	



- Provide specialized pharmacy and pharmaceutical services' advice to the hospital executive and other sections/units and the general public through the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue (s), when required by patients in the hospital.
- Monitor and evaluate progress and achievement of the pharmacy unit and services, pharmaceutical research and training programs in the hospital, prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Pharmacy from a recognized institution
- b) Master's Degree in a health related field from a recognized institution

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of pharmacy research and training in a reputable institution

Professional qualifications and Compliance required to effectively perform in the role:

- a) Registration with the Pharmacy and Poisons Council
- b) Valid Practice License
- c) Professional Insurance Indemnity Cover

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Senior Pharmacist, two of which should be Head of Department in a reputable hospital.



HEAD OF DEPARTMENT – NUTRITION & DIETETICS (DCSND/KUTRRH /4)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Nutrition & Dietetics
Job Title: Head of Department - Nutrition & Dietetics	
Reports to: Deputy Director-Rehabilitative Services	
Direct Reports: <ul style="list-style-type: none"> a) Senior Nutritionist b) Nutritionist I 	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Rehabilitative Services, the Head of Nutrition & Dietetics job exists to coordinate and provide nutrition and dietetics services, coordinate nutrition and dietetics research and training, and advise the hospital and public on the same at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all nutrition services and resources required in the unit of the hospital; and thus participate in and contribute to the overall strategic planning of the hospital. • Coordinate the implementation of the hospital strategic plan in the unit within its vision, mission and culture and other national and international healthcare and frameworks. • Head nutrition and dietetics unit and act as its contact person in clinical referral services, research and training matters in the nutrition unit of the hospital. • Ensure that nutrition and dietetics unit of the hospital has all human and non-human resources required to offer nutrition and dietetics services, research and training in the hospital. • Participate in the recruitment and disciplinary action and processes of nutrition and dietetics staff in the hospital. • Coordinate and provide nutrition and dietetics services and service delivery in the nutrition and dietetics unit ensuring that they meet the expected standards and compliance in the hospital. • Coordinate nutrition and dietetics referral services within and without the hospital according to the nutrition and dietetics needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies. • Supervise nutrition and dietetics staff together with their services, in the nutrition and dietetics unit of the hospital to ensure that they offer timely nutrition and dietetics 	



services within the expected standards, complying with the established ethics and regulations in the hospital.

- Ensure and coordinate continuous training and development of nutrition and dietetics staff for their effective and efficient performance and productivity in the hospital.
- Coordinate and provide nutrition and dietetics research and training within the hospital.
- Offer specialized nutrition and dietetics services advice to the hospital executive and other sections/units and the general public in the appropriate media.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Science in Nutrition and Dietetics or any related field from a recognized institution
- b) Master of Science in Nutrition and Dietetics or any related field from a recognized institution
- c) Senior Management Course lasting not less than 6 weeks

Professional qualifications and Compliance required to effectively perform in the role:

- a) Registration with Kenya Nutritionists and Dieticians Institute
- b) Professional Insurance & Indemnity Cover

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nutrition research and training in a reputable institution

Soft skills required for the Job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' experience as a Senior Nutritionist, two of which should be Head of Department in a reputable hospital



GENERAL SURGEON (DCSGS/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Surgery
Job Title: General Surgeon	
Reports to: Head of Department - Surgery	
2. PURPOSE OF THE JOB	
Reporting to the Head of Department - Surgery, the General Surgeon job exists to perform surgical operations and other medical procedures including invasive, minimally-invasive, or non-invasive surgical methods among patients provide general surgery research and training, and advise the hospital and public on the same at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • 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. • 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. • 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. • Diagnose bodily disorders and provide treatments, such as medications and surgeries, in medical clinics, hospital wards, and operating rooms in the hospital. • Prescribe preoperative and postoperative treatments and procedures, such as anaesthesia, sedatives, diets, antibiotics, and preparation and painkillers of the patient's operative area in the hospital. • Operate on patients to correct deformities, repair injuries, prevent and treat diseases, or improve or restore patients' functions in the hospital. • Provide consultation and surgical assistance to other medical specialists and surgeons in the hospital • 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. • Examine surgical instruments, equipment, and operating room to ensure sterility and suitability to perform surgical operations in the hospital. • Perform surgical operations and other medical procedures in order to treat patients in the operating theatres of the hospital. • Prepare case histories for discharged or transferred patients from the operating theatres to other sections and units of the hospital. • Collaborate with other surgeons in performing complex or extensive surgical operation or other medical procedures required by patients in the hospital. • Provide clinical research and training to students in the general surgery in the hospital. 	



<ul style="list-style-type: none"> • Guide and mentor junior surgeons interns and students in the general surgery unit of the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution b) Master of Medicine (General Surgery) from a recognized institution
<i>Professional qualifications and Compliance required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Registration with the Kenya Medical Practitioners and Dentists Council b) Valid Practice License c) Professional Insurance Indemnity Cover
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Track record of clinical research and training in a reputable institution
<i>Soft skills required for the Job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Compassionate e) Team player f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as a General Surgeon in a reputable hospital.



ANAESTHESIOLOGIST (DCSA/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Anesthesia
Job Title Anesthesiologist	
Reports to: Senior Anesthesiologist	
Direct Reports: Senior Medical Officer	
2. PURPOSE OF THE JOB	
Reporting to the Senior Anesthesiologist, the Anaesthesiologist job exists to administer anesthetics prior to, during, or after surgery or other medical procedures, conduct clinical research and training at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Schedule and maintain use of surgical suites, including operating, wash-up, waiting rooms, and anesthetic and sterilizing equipment in the hospital. 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. Prepare patients for surgical operations and other medical procedures as required in the surgical theatres at the hospital. Examine patient medical history and records, and use diagnostic results to determine risk related to surgical operations and other medical procedures in the hospital. Administer anesthesia to patients in order to prepare them for surgical operations and other surgical procedures in the anesthesia centers of the hospital. Administer anesthesia or sedation during medical procedures, using local, intravenous, spinal, or caudal methods in the hospital. Collaborate with other medical professionals to determine type and method of anesthesia or sedation to render patient insensible to pain in the hospital. Monitor patients before, during, and after anesthesia and counteract adverse reactions or complications in the anesthesia centers of the hospital. Record type and amount of anesthesia and patient condition throughout surgical operations and other medical procedure in the surgical theatres of the hospital. Provide and maintain life support and airway management and help prepare patients for emergency surgery in the hospital. 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. Provide clinical research and training to students in the anesthesia unit of the hospital 	



<ul style="list-style-type: none"> • Guide and mentor junior anesthesia staff, interns and students in the anesthesia centers of the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution b) Master of Medicine (Anesthesia) from a recognized institution
<i>Professional qualifications and Compliance required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Registration with the Kenya Medical Practitioners and Dentists Council b) Valid Practice License c) Professional Insurance Indemnity Cover
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Track record of clinical research and training in a reputable institution
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Compassionate e) Team player f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years of working experience as an Anesthesiologist in a reputable hospital.



RENAL SPECIALIST (DCSRS/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Nephrology
Job Title: Renal Specialist	
Reports to: Senior Nephrologist	
2. PURPOSE OF THE JOB	
Reporting to the Senior Nephrologist, the Nephrologist I job exists to study and treat kidney disease or disorders, carry out nephrology research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Review patients' medical histories and records in order to understand better and help diagnose their current problems in the hospital. • Examine and diagnoses renal disorders and diseases among patients in the renal unit of the hospital. • Refer renal patients to other medical specialists for further diagnosis of complex or unclear renal disorder or disease within the hospital. • Prescribe the appropriate medication and other remedies to renal patients' conditions and diseases in the hospital. • Establish plan of care for renal patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital. • Monitor and support patients' progress while under medication and other remedies in the renal unit of the hospital. • Review patients' medications or remedies to minimize unnecessary risks, if any, and identify potentially harmful interactions between otherwise-beneficial drugs in the renal unit of the hospital. • Collaborate with other medical specialists in performing or in dealing with complex, escalated or extensive medical as required by patients in the hospital. • Provide nephrology research and training to nephrology students in the unit of the hospital. • Guide and mentor junior medical staff, students and interns, together with their work in the nephrology unit of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution b) Master of Medicine in Nephrology from a recognized institution	
<i>Professional qualifications and Compliance required to effectively perform in the role:</i>	
a) Registration with the Kenya Medical Practitioners and Dentists Board b) Valid Practice License c) Professional Insurance Indemnity Cover	
<i>Minimum level of knowledge required for the job:</i>	



- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nephrology research and training in a reputable institution

Soft skills required for the Job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Observation skills
- e) Analytical skills
- f) Compassionate
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Nephrology in a reputable hospital



CARDIOLOGIST – (DCSC/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Cardiology
Job Title: Cardiologist	
Reports to: Senior Cardiologist	
Direct Reports: d) Senior Medical Officer	
2. PURPOSE OF THE JOB	
Reporting to the Senior Cardiologist, the Cardiologist I job exists to diagnose and treat heart disease, disorders and injury of cardiovascular system, carry out cardiology research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Review medical history and records of cardiovascular patients in order to understand their medical conditions better and diagnose their diseases properly in the cardiovascular unit of the hospital. Conduct physical examination relative to patients' medical history, to evaluate a patient's current heart vessels conditions and identify the current or potential heart problems in the hospital. Conduct tests for a more precise diagnosis so as to identify any abnormalities, congenital heart defects, or heart and coronary artery conditions that they find in the hospital. Refer cardiovascular patients for further diagnosis, if need be, by other medical specialists such as the ECG Technicians and radiologists in the hospital. Review and interpret the laboratory or radiology test results, review cardiovascular medical reports and decide on the best treatment or therapy option in the hospital. Prescribe and administer prescribed medication and other lifestyle therapies to cardiovascular patients in the cardiology unit of the hospital. Explain to cardiovascular patients of risk factors that could possibly be damaging the heart, such as obesity, a sedentary lifestyle, smoking, poor eating habits, or a family history of heart diseases in the hospital. Collaborate with other medical specialists in treating and managing patients with complex medical condition that involve cardiovascular illnesses in the hospital. Promote heart health and provide rehabilitation to those who have undergone cardiovascular surgery or other heart treatments in the cardiology unit of the hospital. 	



- Provide cardiovascular research and training to students in the cardiology unit of the hospital.
- Provide specialized cardiovascular advisory service to the hospital and public through the appropriate media.
- Guide and mentor junior medical staff, interns and students in the cardiology unit of the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- Masters of Medicine in Cardiology from a recognized institution

Professional qualifications required to effectively perform in the role:

- Registration with the Kenya Medical Practitioners and Dentists Council
- Valid Practice License
- Professional Insurance Indemnity Cover

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of cardiology research and training in a reputable institution

Soft skills required for the Job:

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills
- Compassionate
- Team player
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as a Cardiologist I in a reputable hospital.

6. Other responsibilities assigned outside of the core responsibilities of the job:

May be called upon to offer other medical services in times of emergencies or staff shortage in the hospital.



MEDICAL RADIOLOGIST (DCSR/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Radiology and Imaging
Job Title: Medical Radiologist	
Reports to: Senior Radiologist	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Medical Radiologist, the Medical Radiologist I job exists to provide radiology and imaging services to patients in the hospital, provide clinical research and training in radiology and advise the hospital and the public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Generate medical information and review patient medical history in order to guide and inform of the appropriate diagnosis procedures in the radiology unit of the hospital.• Receive patients referred from other medical units for radiologic and imaging diagnosis and schedule them for the respective radiology and imaging examinations in the hospital.• Perform or interpret diagnostic imaging procedures including magnetic resonance imaging (MRI), computer tomography (CT) scans, positron emission tomography (PET), nuclear cardiology treadmill studies, mammography, or ultrasound in the hospital.• Prepare comprehensive interpretive reports of findings and communicate examination results or diagnostic information to referring physicians, patients and families in the hospital.• Provide advanced radiology and imaging services in order to diagnose complex or complicated medical conditions among patients in the hospital.• Examine patients to establish their fit and suitability for administration of imaging and radiology examinations in the hospital.• Provide counseling to radiology and imaging patients to explain the processes, risks, benefits, or alternative treatments in the hospital.• Perform interventional procedures such as image-guided biopsy, percutaneous transluminal angioplasty, trans-hepatic biliary drainage, and nephrostomy catheter placement in the hospital.• Administer radiopaque substances by injection, orally, or as enemas to render internal structures and organs visible on x-ray films or fluoroscopic screens in the hospital.• Formulate, enforce and ensure radio safety standards and procedures and duly implemented and followed in the radiology and imaging unit of the hospital.	



- Develop or monitor procedures to ensure adequate quality control of radiology and imaging services in the hospital.
- Ensure that radiology and imaging machines, equipment and tools are in good working condition and inform biomedical engineering department of the same for timely and quality imaging services delivery in the hospital.
- Provide clinical research and training to students in the radiology unit of the hospital
- Mentor and guide junior radiology staff, interns and students in the radiology unit of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- b) Master of Medicine in Radiology from a recognized institution.

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of clinical research and training in a reputable institution

Professional qualifications required to effectively perform in the role:

- a) Registration with the Kenya Medical Practitioners and Dentists Council
- b) Valid Practice License
- c) Professional Insurance Indemnity Cover

Soft skills required for the job:

- a) Communication skills
- b) Analytical skills
- c) Observation skills
- d) Team player
- e) Compassionate

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as Medical Radiologist I in reputable hospital.



SENIOR MEDICAL OFFICER (DCSSMO/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Medical & Surgical
Job Title: Senior Medical Officer	
Reports to: Heads Medical & Surgical	
Direct Reports: <ul style="list-style-type: none"> Medical Officer 	
2. PURPOSE OF THE JOB:	
Reporting to the Head of Medical/Surgical Services, the Medical Officer job exists to provide general medical services to patients in the hospital; ensure provision of quality and timely medical services, quality patient care and medical counselling at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Participate in the strategic planning of the division in collaboration with other medical staff in the unit for significant impact on the performance or business outcome of the hospital and its sub-functions. Attend to patients' medical needs, diagnose their illnesses and prescribe medicines and other therapeutic interventions in consultation rooms at the A&E unit of the hospital. Follow-up on and observe the medical condition and progress of patients in the A&E unit and those attending special clinics. Provide medical advice, counselling, health education and control measures to patients in the hospital in order to prevent spread of diseases and injuries. Work with other medical staff to solve single or multiple medical issues and/or participate in performing extensive surgical operations in the hospital. Implement best practice clinical and patient care related policies and procedures in the outpatient division of the hospital. Refer outpatients to the appropriate specialized clinics and medical consultants within the hospital for further diagnosis, treatment and management of their medical conditions. Provide quality emergency medical services to patients in the emergency unit of the hospital. Implement the KUTRRH culture of team-base, fact-base and patient-base and work towards achievement of the hospital Vision in the A&E unit. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor of Medicine and Bachelor of Surgery from a recognized university	



b) Must have a Certificate in basic life support and Advanced Cardiac life support

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards Knowledge of professional standards.
- d) Proven track record of clinical research and training in a reputable institution.

Professional qualification required to effectively perform in the role:

- a) Must be registered with the Kenya Medical Practitioners and Dentists Council
- b) Must have a valid practice license.

Soft skills required for the job:

- a) Communication skills
- b) Observation skills
- c) Analytical skills
- d) Team player
- e) Compassionate

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience in medical practice in a busy health facility.



MEDICAL OFFICER – DCSMO/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Accident & Emergency Services
Job Title: Medical Officer	
Reports to: Senior Medical Officer	
Direct Reports: Medical Officer Intern	
2. PURPOSE OF THE JOB	
Reporting to the Senior Medical Officer, the Medical Officer job exists to provide general medical services to patients in the hospital; ensure provision of quality and timely medical services, quality patient care and medical counselling at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in the strategic planning of the division in collaboration with other medical staff in the unit for significant impact on the performance or business outcome of the hospital and its sub-functions. • Attend to patients' medical needs, diagnose their illnesses and prescribe medicines and other therapeutic interventions in consultation rooms at the hospital. • Follow-up on and observe the clinical conditions and progress of patients in the wards • Provide medical advice, counselling, health education and control measures to patients in the hospital in order to prevent spread of diseases and injuries. • Work with other medical staff to solve single or multiple medical issues and/or participate in performing extensive surgical operations in the hospital. • Implement best practice clinical and patient care related policies and procedures in the outpatient division of the hospital. • Refer outpatients to the appropriate specialized clinics and medical consultants within the hospital for further diagnosis, treatment and management of their medical conditions. • Provide quality emergency medical services to patients in the emergency unit of the hospital. • Implement the KUTRRH culture of team-base, fact-base and patient-base and work towards achievement of the hospital Vision. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor of Medicine and Bachelor of Surgery from a recognized university	
<i>Professional qualifications and Compliance required to effectively perform in the role:</i>	
a) Must be registered with the Kenya Medical Practitioners and Dentists Council	
b) Must have a valid practice license.	
c) Basic life support and Advanced Cardiac life support certification	



Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards

Soft skills required for the Job:

- a) Communication skills
- b) Leadership skills
- c) Analytical skills
- d) Observation skills
- e) Organizational skills
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two-year working experience in medical practice in a busy health facility.



SENIOR PHARMACIST (DCSSP/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Pharmacy
Job Title: Senior Pharmacist	
Reports to: Chief Pharmacist	
Direct Reports: a) Pharmacist I b) Pharmaceutical Technologist I	
2. PURPOSE OF THE JOB	
Reporting to the Chief Pharmacist, the Senior Pharmacist job exists to provide pharmacy and pharmaceutical services to patients in the hospital, provide clinical research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Provide pharmaceutical leadership and mentorship of staff, interns and students in the pharmacy of hospital. • Provide technical pharmacy and pharmaceutical advice and service to the hospital. • Make work plans and work schedules for pharmacy staff and allocate the same to them in the pharmacy of the hospital. • Receive patients in the hospital and dispense medicines and other pharmaceutical materials to them in the hospital. • Plan, under the direction of the Chief Pharmacist and in collaboration with Procurement Pharmacist, for medicines and other medical consumable material needed in the hospital. • Ensure continues supply of medicines and other supplies through the procurement process and ensure proper medical warehousing principles are observed within the hospital. • Coordinate pharmaceutical operations and services in the pharmacy in order to ensure that they meet the expected standards of sufficiency and quality the in the hospital • Carry out training and development of pharmacy staff, interns and student in order to enhance their performance productivity in the hospital. • Keep inventory of medicines and medical equipment and supplies, and well updated drug register in the hospital. • Ensure that all established pharmacy and pharmaceutical policies, procedures and process are duly known and implemented in the hospital. • Supervise, guide and mentor junior pharmacy staff and students, together with their work in the hospital. 	



- Provide specialized pharmacy and pharmaceutical advisory services to the hospital executive and the public through the appropriate media.
- Provide clinical research and training to pharmacy and pharmaceutical students

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Pharmacy from a recognized institution
- b) Masters' Degree in a health related field from a recognized institution

Professional qualifications required to effectively perform in the role:

- a) Must be registered with the Pharmacy and Poisons Board
- b) Must have a valid practice license

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of clinical research and training in a reputable institution

Soft skills required for the Job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Analytical skills
- e) Observation skills
- f) Compassionate
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Pharmacist I in a reputable hospital.



PHARMACIST (DCSP/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Pharmacy
Job Title: Pharmacist	
Reports to: Senior Pharmacist	
Direct Reports: a) Senior Pharmaceutical Technologist b) Pharmaceutical Technologist	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Pharmacist, the Pharmacist job exists to provide pharmacy and pharmaceutical services to patients in the hospital, provide clinical research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Provide technical pharmacy and pharmaceutical advice and service to the hospital. • Implement work plans and work schedules in the pharmacy of the hospital. • Receive patients in the hospital and dispense medicines and other pharmaceutical materials to them in the hospital. • Provide care and custody of medicines and other medical supplies in the pharmacy of the hospital. • Coordinate pharmaceutical operations and services in the pharmacy in order to ensure that they meet the expected standards of sufficiency and quality the in the hospital • Carry out training and development of pharmacy staff, interns and student in order to enhance their performance productivity in the hospital. • Record the movement and consumption of medicines and medical equipment and supplies, and well updated drug register in the hospital. • Implement duly all established pharmacy and pharmaceutical policies, procedures and process in the hospital. • Supervise, guide and mentor junior pharmacy staff and students in the hospital. • Provide specialized pharmacy and pharmaceutical advisory services to the hospital executive and the public though the appropriate media. • Provide clinical research and training to pharmacy and pharmaceutical students. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
Minimum level of academic qualifications required to perform effectively in the role:	
(a) Bachelors' Degree in Pharmacy from a recognized institution.	
Minimum level of knowledge required for the job:	



<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Proven track record of clinical research and training in a reputable institution
<i>Professional qualifications required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Must be registered with the Pharmacy and Poisons Board b) Must have a valid practice license c) Must have a Certificate in a course in life-saving
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Leadership skills d) Analytical skills e) Observation skills f) Compassionate g) Team building skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Pharmacist I in a reputable hospital.
6. OTHER RESPONSIBILITIES ASSIGNED OUTSIDE OF THE CORE RESPONSIBILITIES OF THE JOB:
May be called upon to offer other medical services in times of emergencies or staff shortage in the hospital



PHARMACEUTICAL TECHNOLOGIST (DCSPT/KUTRRH/8)

1. BACKGROUND INFORMATION

Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)

Department: Clinical Services

Section/Unit: Pharmacy

Job Title: Pharmaceutical Technologist

Reports to: Senior Pharmaceutical Technologist

2. PURPOSE OF THE JOB:

Reporting to the Senior Pharmaceutical Technologist, the Pharmaceutical Technologist I job exists to provide pharmaceutical services to patients, and provide pharmacy and pharmaceutical support services at KUTRRH.

3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:

- Dispense medications and monitor patient health and progress to maximize their response to the medication in the pharmacy of the hospital.
- Provide expertise about the composition of drugs, including their chemical, biological, and physical properties and their manufacture and use in the pharmacy of the hospital.
- Ensure drug purity and strength and make sure that drugs do not interact in a harmful way in the pharmacy of the hospital.
- Receive and process patients' prescription correctly and accurately for both in/outpatients in the pharmacy of the hospital.
- Give accurate drug information to patients, wards and other user departments in the hospital.
- Constitute, restructure, prepare and label extemporaneous preparations for in/outpatients in the pharmacy of the hospital.
- Participate in drug stocking and stock taking drug in the pharmacy of the hospital.
- Check the expiry dates of pharmacy drugs and ensuring compliance with the short Expiry Drug Policy in the pharmacy of the hospital
- Participate in chemotherapy dispensing and reconstitution in strict accordance with Cytotoxic Handling Policy in the pharmacy of the hospital.
- Participate in planning for all medicines and other medical material needs of the pharmacy of the hospital.
- Support the pharmacist in charge in proper medical warehousing applying the appropriate principles in the pharmacy of the hospital.
- Dispense medicines to patients and explain to them on how to use, in the pharmacy of the hospital.
- Document and file drug related information such as prescription as required by the pharmaceutical policies and practices in the hospital.
- Support the pharmacist in charge in collecting, recording and analyzing data related to drug dispensing use in the pharmacy in the hospital.



- Ensure cleanliness, orderliness and tidiness of the Pharmacy of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution
- Higher Diploma in Pharmacy and Pharmaceutical Technology from a recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards

Professional qualifications required to effectively perform in the role:

- Must be registered with the Pharmacy and Poisons Board
- Must have a valid practice license

Soft skills required for the job:

- Communication skills
- Analytical skills
- Observation skills
- Team player
- Compassionate

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' experience as a Pharmaceutical Technologist in a reputable hospital



REGISTERED CLINICAL OFFICER (DCSRCO/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: None
Job Title: Registered Clinical Officer	
Reports to: Senior Clinical Officer	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Clinical Officer, the Registered Clinical Officer job exists to supervise and coordinate the day-to-day patient care activities of the hospital.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Provide consultations for patients and their families to make sure they understand medical condition and options for treatment Participates in program development and in development and implementation of operating policy and procedure of the Clinic. Oversees and provides clinical evaluation and/or other related care and consultation to patients as required. Coordinates services with other patient care units as required; Maintains communication with allied services and maintains community liaison as appropriate. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices providing direct patient care and consultation Ensures adherence established clinical policies, protocols, regulations, and standards. Coordinates services with other patient care units, as appropriate, and provides direct patient evaluation and consultation. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
<ul style="list-style-type: none"> a) Diploma in clinical medicine and surgery b) Bachelor Degree in Clinical medicine and community health a recognized Institution as added advantage c) Must have a Certificate in a course in life-saving 	
<i>Minimum level of knowledge required for the job:</i>	
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations 	



c) Knowledge of professional standards Knowledge of professional standards.
d) Proven track record of clinical research and training in a reputable institution.
<i>Professional qualification required to effectively perform in the role:</i>
a) Must be a Registered Officer with the Clinical Officer Council with a valid practicing license.
<i>Soft skills required for the job:</i>
a) Communication skills b) Observation skills c) Analytical skills d) Team player skills e) Compassionate skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' experience as a clinical officer in a busy health facility.



SENIOR NURSING OFFICER (DNSSNO/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Accident & Emergency Services	Section/Unit: Accident & Emergency Services
Job Title: Senior Nursing Officer	
Reports to: Deputy Nursing Officer In-Charge of Outpatient Clinics	
Direct Reports: Nursing Officer I Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Nursing Officer in-charge of Accident & Emergency Services, the Senior Nursing Officer job exists to provide general clinical nursing services and patients care, nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Prepare work plans and work schedules, and allocate to other nursing officers at the A&E of the hospital. Receive, register, record and document patients' information and present the same the Medical Officers at the accident an emergency of the hospital. Transfer referred patients from the accident and emergency for further diagnosis or specialized treatment from other units of the hospital. Provide general nursing services and care to patients in the accident and emergency of the hospital. Ensure cleanliness and tidiness at the accident and emergency area of the hospital. Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. Administer medication to patients in the accident and emergency as prescribed by Medical Officers and Medical Specialists in the hospital. Administer patient care and nursing to outpatients in the accident and emergency of the hospital. Monitor patients' progress in the accident and emergency, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the accident and emergency of the hospital Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the accident and emergency unit of the hospital. 	



- Provide nursing services research and training to students at the accident and emergency of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Science in Nursing from a recognized institution
- b) Master of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in reputable institution

Professional qualification required to perform effectively in the role:

Registered with the Nursing Council with a valid Nursing practice

Soft skills required for the job:

- Communication skills
- Organizational skills
- Leadership skills
- Analytical skills
- Observation skills
- Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Nursing Officer I in a reputable health facility.



NURSING OFFICER – RENAL (DNSNOR/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Renal	Section/Unit: None
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Receive, register, record and document patients' information and present the same to the Medical Officers at the hospital. Transfers referred patients from the Renal unit for further diagnosis or specialized treatment from other units of the hospital. Provide general nursing services and care to patients in the Renal unit of the hospital. Ensure cleanliness and tidiness at the Renal unit of the hospital. Support Medical Officers and Medical Specialists in attending to patients in Renal unit of the hospital. Administer medication to patients in the Renal unit as prescribed by Medical Officers and Medical Specialists in the hospital. Administer patient care and nursing to outpatients in the Renal unit of the hospital. Monitor patients' progress Renal unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the Renal unit of the hospital. Provide nursing services research and training to students at the Renal unit of the hospital. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



- a) Diploma in Nursing from a recognized institution
- b) Higher Diploma in Specialized Nursing(Renal) from a recognized institution
- c) Bachelor of Science in Nursing from a recognized institution
- d) Masters of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

Computer literate

Knowledge of relevant legislations

Knowledge of professional standards

Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Nursing Officer in a reputable health facility



NURSING OFFICER – NEONATOLOGY (DNSNON/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing	Section/Unit: Neonatology
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency of the hospital. Transfer referred patients from the accident and emergency for further diagnosis or specialized treatment from other units of the hospital. Provide general nursing services and care to patients in the accident and emergency of the hospital. Ensure cleanliness and tidiness at the accident and emergency area of the hospital. Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. Administer medication to patients in the accident and emergency as prescribed by Medical Officers and Medical Specialists in the hospital. Administer patient care and nursing to outpatients in the accident and emergency of the hospital. Monitor patients' progress in the accident and emergency, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the accident and emergency of the hospital Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the accident and emergency unit of the hospital. Provide nursing services research and training to students at the accident and emergency of the hospital. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Higher Diploma in Specialized Nursing (Neonatology) from a recognized institution
- b) Bachelor of Science in Nursing from a recognized institution
- c) Masters of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Nursing Officer in a reputable health facility



NURSING OFFICER – ACCIDENT & EMERGENCY (DNSNOAE/KUTRRH/9)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Department	Section/Unit: Accident and Emergency Services
Job Title: Nursing Officer - Accident and Emergency	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer I job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency unit of the hospital. • Transfer referred patients from the wards for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the hospital. • Ensure cleanliness and tidiness at the wards. • Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. • Administer medication to patients as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the hospital. • Monitor patients' progress in the hospital, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the hospital. • Provide nursing services research and training to students at the accident and emergency of the hospital. • Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Diploma in Nursing from a recognized institution
- b) Higher Diploma in Specialized Nursing from a recognized institution
- c) Bachelor of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Nursing Officer I in a reputable health facility



NURSING OFFICER – ONCOLOGY (DNSNOO/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Oncology
Job Title: Oncology Nursing Officer	
Reports to: Senior Oncology Nursing Officer	
2. PURPOSE OF THE JOB	
Reporting to the Senior Oncology Nursing Officer, the Oncology Nursing Officer I job exists to provide oncology nursing services and care to cancer patients, support oncologists in the oncology unit, provide nursing research and training, and advise on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Ensure, in collaboration with Chief Oncologist, that the unit has properly functioning machinery, equipment and materials required to support delivery of oncology services in the unit of the hospital. • Deliver quality nursing services and nursing to care patients in accordance with the set nursing standards and as per the policies and procedures of the hospital. • Receive, register and record patients and record their personal data and prepare them to be seen and examined by the oncologists in the oncology unit of the hospital. • Explain procedures and discuss test results or prescribed treatments to patients and monitor their conditions and progress and reevaluate treatments as necessary in the oncology unit of the hospital. • Provide filed patient records, medical reports, test results, or examination information to diagnose medical condition of patient to the oncologists before treatment in the unit of the hospital. • Support the oncologists to administer treatment and other medical procedures and prepare patients for oncology surgical operations and other medical procedures in the cancer unit of the hospital. • Administer prescribed therapy, medication, and other specialized medical care to treat or prevent illness, disease, or injury to patients in the oncology unit of the hospital. • Monitor patients' progress and response to medication and other therapies after oncology surgical operations and other medical procedures in the hospital. • Support oncology patients manage cancer-related pain, effects of medication and other therapies in the cancer unit of the hospital. • Provide nursing research and training to students in oncology unit of the hospital. 	



- Mentor and guide junior nursing officers, interns and students in the oncology unit of the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Higher Diploma in Oncology Nursing from a recognized institution
- Bachelor of Science Degree in Nursing will be an added advantage

Professional qualifications required to effectively perform in the role:

- Registration with the Nursing Council of Kenya and Valid Practice License
- Must have a Certificate in a course in life-saving

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in reputable institution

Soft skills required for the Job:

- Communication and interpersonal skills
- Observation skills
- Analytical skills
- Compassionate
- Team player
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as an Oncology Nursing Officer in reputable hospital.



NURSING OFFICER – THEATRE (DNSNOT/KUTRRH/8)

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Operating Theatres
Job Title: Theatre Nursing Officer	
Reports to: Senior Theatre Nursing Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Senior Theatre Nursing Officer, the Theatre Nursing Officer I exist job to provide specialized nursing services and care to patients in the operating theatres, support surgeons operating on patients, provide nursing research and training, and advise on the same KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Ensure that the theatres are clean, tidy and orderly in order to provide the conducive environment required while performing surgical operations and other medical procedures in the unit if the hospital.• Prepare operating theatres for use by ensuring that they are in order, well-lit and well ventilated in order to provide the conducive environment for surgical operations and other medical procedures in the hospital.• Provide filed patient records, medical reports, test results, or examination information to diagnose medical condition of patient to surgeons before surgical operations and other medical procedures and provide the same to the recovering room staff in the hospital.• Ensure that all tools, equipment and medicines required in performing surgical operations are available, in place and sufficient to perform surgical operations in the hospital.• Receive, register and record patients in the operating theatres and prepare them for surgical operations by surgeons in the operating theatres of the hospital.• Support the surgeons to perform surgical operations and other medical procedures in the operating theatres of the hospital.• Follow medical procedures administered to patients in the operating theatres and monitor their conditions and progress and inform medical specialists accordingly in the hospital.• Administer prescribed medication and other specialized nursing care and manage patients in the operating theatres of the hospital.• Monitor patients' progress and recovery after surgical operations and other medical procedures in the operating theatres of the hospital.	



- Move patient from the operating theatres to the recovering rooms for recovery from anesthesia and other post operation conditions in the hospital.
- Provide nursing research and training to students in theatre and operating rooms of the hospital.
- Mentor and guide junior nursing officers and students in the operating theatres of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Nursing from a recognized institution.
- Higher Diploma in Theatre Nursing from a recognized institution.
- Bachelors' Degree in Nursing will be an added advantage

Professional qualification required to effectively perform in the role:

Registration with the Nursing Council of Kenya and Valid Practice License

Minimum level of knowledge required for the job:

- Computer literate

Soft skills required for the job:

- Communication and interpersonal skills
- Team player
- Observation skills
- Analytical skills
- Compassionate
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Theatre Nursing Officer in reputable hospital.



NURSING OFFICER- CRITICAL CARE (DNSNOCC/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Critical Care Centers
Job Title: Critical Care Nursing Officer	
Reports to: Senior Critical Nursing Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Senior Critical Care Nursing Officer, the Critical Care Nursing Officer I job exists to provide of advanced nursing services and patients care in the ICU and HDU, provide nursing research and training and advise on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital. Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, or pressure lines and identify malfunctioning equipment or devices and report the same to the biomedical engineering section of the hospital. Receive patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital. Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital. Ensure the provision of quality critical care nursing services to the admitted critically ill patients, based on assessment data or identified needs in the hospital. Monitor patients for their progress and changes in status and indications of health conditions such as sepsis or shock and institute appropriate interventions together with medical specialists in the hospital. Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital. Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital. 	



- Monitor patients' fluid intake and outlet to detect any emerging problems such as fluid and electrolyte imbalances among patients in the critical care centers of the hospital.
- Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- Coordinate patient care conferences and participate in the development, review, or evaluation of critical care nursing practice protocols in the critical care centers of the hospital.
- Mentor and guide other junior nursing officers, interns and students in the critical care centers of the hospital.
- Provide nursing research and training to students in the critical care centers of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Higher Diploma in Critical Care Nursing from a recognized institution
- b) Bachelor of Science in Nursing will be an added advantage

Professional qualifications required to effectively perform in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nursing research and training in a reputable institution

Soft skills required for the Job:

- a) Communication and interpersonal skills
- b) Observation skills
- c) Analytical skills
- d) Compassionate
- e) Team player
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Critical Care Nursing Officer in reputable hospital.



NURSING OFFICER - DNSNO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Nursing
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Receive, register, record and document patients' information and present the same to the Medical Officers at the unit of the. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital. Provide general nursing services and care to patients in the hospital. Ensure cleanliness and tidiness in the hospital. Support Medical Officers and Medical Specialists in attending to patients in the unit hospital. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital. Administer patient care and nursing to outpatients in the hospital. 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. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital. Provide nursing services research and training to students at the unit of the hospital. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	
4. QUALIFICATIONS AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
<ul style="list-style-type: none"> a) Diploma in Nursing from a recognized institution b) Higher Diploma in Specialized Nursing from a recognized institution c) Bachelor of Science in Nursing from a recognized institution 	
<i>Minimum level of knowledge required for the job:</i>	
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Proven track record of nursing research and training in a reputable institution 	
<i>Professional qualification required to perform effectively in the role:</i>	
<ul style="list-style-type: none"> a) Registration with the Nursing Council of Kenya and Valid Practice License 	
<i>Soft skills required for the job:</i>	
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills 	



- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Nursing Officer in a reputable health facility



CHIEF LABORATORY TECHNOLOGIST (DCSCLT/KUTRRH/5)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Laboratory Services
Job Title: Chief Laboratory Technologist	
Reports to: Chief Pathologist	
Direct Reports: <ul style="list-style-type: none"> a) Senior Laboratory Technologist b) Laboratory Technologist c) Laboratory Scientist 	
2. PURPOSE OF THE JOB:	
<p>Reporting to the Chief Pathologist, the Chief Laboratory Technologist job exists to coordinate and provide laboratory services, coordinate laboratory technology and laboratory science research and training and advise the hospital and public on the same at the KUTRRH.</p>	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Make work plans, work schedules and allocate work to other laboratory staff in the laboratory of the hospital. Ensure that all laboratory staff, interns and students deployed in laboratory are trained and qualified for the work they are allocated for quality service delivery in the hospital. Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality laboratory service delivery in the hospital. Formulate, review and amend laboratory safety policies and procedures in collaboration with the pathologists and sensitize the same to other laboratory staff in the hospital. Ensure that the laboratory meets the required laboratory safety standards by ensuring that Standard Operating Procedures are duly implemented in the laboratory of the hospital. Perform advanced medical tests and other diagnostic procedures in order to diagnose complex medical conditions in the laboratory of the hospital. Conduct confirmatory tests and other diagnostic procedures in order to confirm the finding of junior laboratory staff in the laboratory of the hospital. Ensure proper handling, storage and management of laboratory equipment, materials and records in the laboratory of the hospital. Establish and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory of the hospital. 	



- Plan, organize and implement continuing training and development of laboratory staff. Make work plans, work schedules and allocate work to other laboratory staff in the laboratory of the hospital.
- Ensure that all laboratory staff, interns and students deployed in laboratory are trained and qualified for the work they are allocated for quality service delivery in the hospital.
- Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality laboratory service delivery in the hospital.
- Formulate, review and amend laboratory safety policies and procedures in collaboration with the pathologists and sensitize the same to other laboratory staff in the hospital.
- Ensure that the laboratory meets the required laboratory safety standards by ensuring that Standard Operating Procedures are duly implemented in the laboratory of the hospital.
- Establish and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory of the hospital.
- Plan, organize and implement continuing training and development of laboratory staff in the hospital for continuous quality and timely services delivery to patients in the hospital.
- Provide clinical research and training in Medical Laboratory Sciences and technology to students in the laboratory unit of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Science in Medical Laboratory Sciences from a recognized institution or related field.
- b) Master of Science in Medical Laboratory Sciences from a recognized institution

Minimum level of knowledge required for the job:

- a) Knowledge of professional standards
- b) Proven track record of Laboratory research and training in a reputable institution
- c) Computer Literate
- d) Knowledge of relevant legislations

Professional qualification required effectively to perform in the role:

- a) Registration with the Kenya Medical Laboratory Technologists and Technicians Board

Soft skills required for the job:

- a) Leadership skills
- b) Observation skills
- c) Analytical skills
- d) Compassionate
- e) Ability to work under pressure
- f) Communication Skills
- g) Organizational Skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as Senior Medical Laboratory Technologist in a reputable hospital.



SENIOR LABORATORY TECHNOLOGIST (DCSSLT/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Laboratory Services
Job Title: Senior Laboratory Technologist	
Reports to: Chief Laboratory Technologist	
Direct Reports: Laboratory Technologist Laboratory Scientist	
2. PURPOSE OF THE JOB	
Reporting to the Chief Medical Laboratory Technologist, the Senior Medical Laboratory Technologist job exists to provide general laboratory services to patients in the hospital; provide clinical research and training, and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Train and ensure that all laboratory staff, interns and students deployed in laboratory are qualified for the work they are allocated for quality service delivery in the hospital. • Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality laboratory service delivery in the hospital. • Formulate, review and amend laboratory safety policies and procedures in collaboration with the pathologists and sensitize the same to other laboratory staff in the hospital. • Implement the required laboratory safety standards enshrined in Laboratory Standard Operating Procedures in the hospital. • Receive patients referred to the laboratory for diagnosis and schedule their medical test and other laboratory procedures by other laboratory technologists in the hospital. • Perform advanced medical tests and other diagnostic procedures in order to diagnose complex medical conditions in the laboratory of the hospital. • Conduct confirmatory tests and other diagnostic procedures in order to confirm the finding of junior laboratory staff in the laboratory of the hospital. • Perform occasional chemical tests, laboratory machines and equipment test, and that any necessary adjustments are effected for evaluation and quality control purposes and release of products in the hospital. • Identify and dispose any expired or unusable laboratory materials in accordance to the established safety and security policies, procedures and processes in the hospital. 	



- Ensure proper handling, storage and management of laboratory equipment, materials and records in the laboratory of the hospital.
- Establish and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory of the hospital.
- Implement continuing training and development of laboratory staff in the hospital for continuous quality and timely services delivery to patients in the hospital.
- Supervise, guide and mentor junior laboratory staff, interns and student, together with their work in the laboratory of hospital.
- Provide clinical research and training in Medical Laboratory Sciences and technology to students in the laboratory unit of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Science in Medical Laboratory Science from a recognized institution
- b) Higher Diploma in Medical Laboratory Sciences from a recognized institution

Professional qualification required to effectively perform in the role:

- a) Must be registered with the Kenya Medical Laboratory Technologists and Technicians Council.

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of clinical research and training in a reputable institution

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Analytical skills
- d) Observation skills
- e) Organizational skills
- f) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Medical Laboratory Technologist in a reputable hospital.



LABORATORY TECHNOLOGIST (DCSSLT/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Laboratory Services
Job Title: Laboratory Technologist	
Reports to: Senior Medical Laboratory Technologist	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Medical Laboratory Technologist, the Laboratory Technologist exists to provide general medical laboratory services to patients in the hospital, provide clinical research and clinical training, and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality laboratory service delivery in the hospital. Review laboratory safety policies and procedures in collaboration with the pathologists and sensitize the same to other laboratory staff, interns and students in the hospital. Implement the required laboratory safety standards enshrined in Laboratory Standard Operating Procedures in the hospital. Perform advanced medical tests and other diagnostic procedures in order to diagnose complex medical conditions in the laboratory of the hospital. Conduct confirmatory tests and other diagnostic procedures in order to confirm the finding of junior laboratory staff in the laboratory of the hospital. Perform occasional chemical tests, laboratory machines and equipment test, and that any necessary adjustments are effected for evaluation and quality control purposes and release of products in the hospital. Ensure proper handling, storage and management of laboratory equipment, materials and records in the laboratory of the hospital. Implement and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory of the hospital. Implement continuing training and development of laboratory staff in the hospital for continuous quality and timely services delivery to patients in the hospital. Guide and mentor junior laboratory staff, interns and student, together with their work in the laboratory of hospital. Provide clinical research and training in Medical Laboratory Sciences and technology to students in the laboratory unit of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Medical Laboratory Science from a recognized institution
<i>Minimum level of knowledge that would be regularly applied to the job:</i>
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards
<i>Professional qualification required effectively to perform in the role:</i>
a) Registration with the Kenya Medical Laboratory Technologists and Technicians Council
<i>Soft skills required for the job:</i>
a) Communication skills b) Analytical skills c) Observation skills d) Team player e) Compassionate
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Medical Lab Technologist I in a reputable hospital.



NUTRITIONIST – DCSN/KUTRRH/8

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Nutrition and Dietetics
Job Title: Nutritionist	
Reports to: Senior Nutritionist	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nutritionist, the Nutritionist job exists to provide nutritional and dietetics care and services to patients, educate the public on the same, provide clinical research and training and advise the hospital and public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Receive and review patients' medical history and records in order to understand their medical conditions better in the hospital. Diagnose causes of nutrition and diet-related ailments in consultation with other medical specialists and then determine the appropriate treatment plan for patients in the hospital. Implement guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions in the hospital. Implement nutrition and dietetic processes including screening, assessing, formatting and implementing nutrition interventions and evaluating outcomes in the hospital. Provide therapeutic nutrition support in disease management to patients in the nutrition and dietetics unit of the hospital. Conduct nutritional health education and demonstration to create awareness of nutrition issues among patients and public in the hospital or in outreach programmes. Assess and review nutrition of referred cases from other and medical units and health facilities to the hospital. Treat and counsel patients using specialized dietetic nutritionally modified products in the nutrition and dietetics unit of the hospital. Carry out and implement research projects in collaboration with other medical specialists in order to improve nutrition services and patient care in the hospital. Provide clinical research and training to students in the nutrition and dietetics unit of the hospital Mentor and guide junior medical staff, interns and students in the nutrition and dietetics unit of the hospital. Ensure quality appropriate delivery of clinical referral research and training activities at the hospital and advise the board on the same. 	
4. QUALIFICATION AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor of Science in Nutrition & Dietetics or a related Degree course from a recognized institution. b) Master's Degree in Nutrition & Dietetics will be an added Advantage	
<i>Minimum level of knowledge required for the job:</i>	
a) Computer literate. b) Knowledge of relevant legislations.	



<ul style="list-style-type: none"> c) Knowledge of professional standards. d) Proven track record of Nutrition Research and training in a reputable institution.
<i>Professional qualification required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Registration with Kenya Nutritionists & Dietetics Institute b) Must have a valid practice license
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Team player e) Compassionate
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Nutritionist and Dietician in a reputable hospital.



ULTRA-SONOGRAPHER – DCSUS/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Radiology and Imaging Services
Job Title: Sonographer	
Reports to: Senior Radiographer	
Direct Reports: None	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Radiographer, the Sonographer job exists to perform quality ultrasound examinations to clients and patients and make quality reports for use by the clinicians in decision making. In the course of their duties they shall provide care and maintenance to ultrasound machines at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Collaborate with other radiography and imaging staff in providing diagnostic imaging services to patients in the hospital. • Receive patients referred for ultrasound services from other medical units and schedule their imaging services in the radiographer unit of the hospital. • Explain ultrasound procedure to patients and answering any questions they may have concerning the same services in the hospital. • Perform ultrasound examinations on clients/ patients referred to the unit. • Maintain the ultrasound machines and equipment for continuous provision of ultrasound services within the hospital. • Ensure cleanliness and orderliness in the ultrasonography unit for quality services delivery in the hospital. • Record and maintain patient's records and adding medical notes related to the ultrasound procedure if necessary in the hospital. 	
4. QUALIFICATION AND SKILLS	
Minimum level of academic qualifications required to perform effectively in the role:	
Diploma in Ultrasound, Medical Imaging Sciences or Radiography from a recognized institution.	
Minimum level of knowledge required for the job:	
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional 	
Professional qualifications required to effectively perform in the role:	
Registration with the relevant regulatory or professional body if applicable.	
Soft skills required for the job:	
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Team player e) Compassionate 	
5. RELEVANT WORK EXPERIENCE REQUIRED:	



Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a sonographer in a reputable hospital.



RADIOGRAPHER – DCSR/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Radiology and Imaging Services
Job Title: Radiographer	
Reports to: Senior Radiographer	
2. PURPOSE OF THE JOB	
Reporting to the Senior Radiographer, the Radiographer job exists to provide radiography and imaging services to patients in the hospital and ensure provision of quality and timely radiography and imaging services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Provide radiography and imaging services to patient in the radiography and imaging unit of the hospital. • Collaborate with other radiography and imaging staff in providing radiography and imaging services to patients in the hospital. • Collaborate with other diagnostic and clinical practitioners in the hospital to offer comprehensive medical care to patients. • Receive patients referred for imaging services from other medical units and schedule their imaging services in the radiographer unit of the hospital. • Provide support and collaboration in the provision of radiography services to staff, interns and students in the Radiography unit of the hospital. • Implement diagnostic imaging programs and training services to the staff and students undergoing training within the department. • Carry out training and development to radiography staff in the radiography unit for continuous provision of quality radiography services to patients in the hospital. • Implement radiation safety policies and guidelines for quality and regulated service delivery. • Guide and mentor staff, interns and students in the radiography unit of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Must have a Diploma in Radiography from a recognized institution. b) A Higher Diploma in Radiography will be an added advantage	
<i>Professional qualifications required to effectively perform in the role:</i>	
a) Registration with the relevant regulatory or professional body if applicable	
<i>Minimum level of knowledge required for the job:</i>	
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards	
<i>Soft skills required for the job:</i>	
a) Communication skills b) Observation skills c) Analytical skills d) Compassionate	



e) Team player

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

a) At least five years working experience as Radiographer in a reputable hospital.



MEDICAL NUCLEAR PHYSICIST – DCSMNP/KUTRRH/8

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Radiology and Imaging
Job Title: Medical Nuclear Physicist	
Reports to: Oncologist	
2. PURPOSE OF THE JOB:	
Reporting to the Oncologist, the Medical Nuclear Physicist job exists to use analytical and applied scientific technical support to medical specialists for safe nuclear radiology diagnosis and radiotherapy treatment of patients in the hospital, and advise the hospital and the public on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Apply their knowledge of applied physics, mathematics and biomedical technology to specialized medical equipment that helps examine, diagnose and treat cancer patients in the hospital. • Use a variety of analytical computer aided and bioengineering techniques such as x-ray imaging, ultrasound, tomography, radiology, nuclear magnetic resonance imaging and lasers to support radiologists and radiographers and ultra-sonographers in making very precise diagnosis among patients in the hospital. • Use analytical, computer-aided and bioengineering techniques such as radiation therapy to support radiation oncologists and other radiotherapists in treating their patients in the hospital. • Work with patients and with a wide range of medical, technical and administrative staff in applying their analytical skills in detecting and preventing radiation leak, exposure and poisoning in the hospital. • Work in radiotherapy, nuclear technology or medical imaging in order to ensure optimal equipment performance in order to advise and help protect against radiation hazards in hospital. • Conduct research, develop, implement and evaluate new analytical technology and techniques of new instrumentation or imaging techniques and write reports, and advise the on the same in the hospital. • Conduct research and training and updating nuclear diagnosis and treatment healthcare, scientific and technical staff, interns and students in the hospital. • Manage radiology, nuclear imaging and radiation therapy machines and equipment in the hospital. • Formulate, review, manage, implement and evaluate, and sustain nuclear, radiology and radiotherapy quality assurance programmes in collaboration with the Radiation Safety Officer of the hospital. 	
4. QUALIFICATIONS AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Bachelor of Science Degree in Physics, or its equivalent from a recognized institution.	
<i>Minimum level of knowledge required for the job:</i>	
a) Computer literate. b) Knowledge of relevant legislations. c) Knowledge of professional standards. d) Proven track record of clinical research and training in a reputable institution.	
<i>Professional qualifications and Compliance required to effectively perform in the role:</i>	
Registration with any appropriate regulatory or professional body.	



<i>Soft skills required for the job:</i>
a) Communication skills b) Analytical skills c) Observation skills d) Team player e) Compassionate
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as Medical Nuclear Physicist in reputable hospital.



BIOMEDICAL ENGINEER – DCSBE/KUTRRH/8

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Biomedical Engineering
Job Title: Biomedical Engineer	
Reports to: Senior Biomedical Engineer	
2. Purpose of the Job:	
Reporting to the Senior Biomedical Engineer, the Biomedical Engineer job exists to provide biomedical engineering services, biomedical engineering research and training and advise the hospital and public on the same at KUTRRH.	
3. Main duties and responsibilities of the job:	
<ul style="list-style-type: none"> • Provide physiological expertise in medical and biological sciences to facilitate advances in non-invasive monitoring devices by device design, clinical study design, clinical study data analysis, design of experiments, and usability in the hospital. • Provide software and algorithm development expertise for engineering systems; plan, advise, analyze, design, test, and manage highly complex biomedical engineering systems in the hospital. • Interact with end users to develop a robust understanding of unmet needs for current and future device designs in the hospital. • Provide broad technical leadership in area of expertise in setting technical direction and course for future programmes in the hospital. • Research, train and recommend biomedical engineering design options and perform experiments to determine potential design feasibility for application in the hospital. • Serve as technical leader for major advanced development projects including development of devices in new technology or multiple simultaneous sub-projects in the hospital. • Ensure that biomedical engineering design activities are coordinated per the requirements by the different end users in the hospital. • Prepare technical reports including Design of Experiments (DOE), external interfaces, internal interfaces, component qualification, product testing, FMEA, statistical analysis in the hospital. • Assess and recommend design and development activities to determine time for completion and appropriate staffing and/or use of outside resources to reach goals in the hospital. • Design and develop systems that span the engineering disciplines of biomedical, algorithm development, electrical, embedded software, and PC software in the hospital. • Design/develop activities which include leading, participating, or supporting concept, planning, and feasibility stages, Risk assessment, Prototyping, Concept validation, Implementation, Verification testing, Design reviews for biomedical engineering products in the hospital. • Participate in the all phases of development across multiple projects; investigate interchangeability, replacement, cost factors, and ease of manufacture; coordinate with project team to define Product Requirements through interactions with end users in the hospital. <ul style="list-style-type: none"> • Evaluate potential biomedical engineering product improvements and recommend design modifications in the hospital. • Provide biomedical research and training to students in the biomedical unit of the hospital. 	



- Mentor and guide junior Biomedical Engineers and Technologists, interns and students in the hospital.

4. QUALIFICATIONS AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' degree in either: Biomedical Engineering, Control & Instrumentation and any other Technical Engineering course from a recognized institution.
- Masters' degree in Biomedical Engineering will be an added advantage

Minimum level of knowledge required for the job:

- Computer Literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of clinical research and training in a reputable institution

Professional qualifications required to effectively perform in the role:

- Registration with the Association of Medical Engineers of Kenya

Soft skills required for the job:

- Communication skills
- Team building skills
- Leadership skills
- Observation skills
- Analytical skills
- Ability to solve problems
- Ability to work on odd hours and odd days

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Biomedical Engineer in a reputable hospital.





MEDICAL SOCIAL WORKER – DCSMSW/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Rehabilitative Services	Section/Unit: Medical Social Work
Job Title: Medical Social Worker	
Reports to: Senior Medical Social Worker	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Medical Social Worker, the Medical Social worker job exists to provide family care, patient education, and provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare within KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Identify environmental impediments to client or patient progress through interviews and review of patient records in the hospital. Utilize consultation data and social work experience to plan and coordinate patient care and rehabilitation, following through to ensure service efficiency in the hospital. 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. Engage patients in individual and group sessions to help them deal with social challenges facing them in the hospital and the communities Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan in the hospital. 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. Investigate cases of child abuse or neglect cases and take authorized protective action when necessary within or without the hospital. Plan and implement programmes to combat social problems, prevent substance abuse, or improve community health and counseling services within and without the hospital. Ensure National Hospital Insurance Fund related paperwork and recordkeeping for patients is up to date for use in the hospital. Develop, implement and/or advise on social policy and assist in community development within and without the hospital. 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. Provide clinical research and training to students in the medical social work of the hospital. 	
4. QUALIFICATIONS AND SKILLS	
Minimum level of academic qualifications required to perform effectively in the role:	
a) Bachelors' Degree in Social Work, Sociology, Psychology, Anthropology, Mental health from a recognized institution	
Minimum level of knowledge that would be regularly applied to the job:	
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards	



d) Proven track record of counseling Psychology research and training in a reputable institution
<i>Professional qualification required to effectively perform in the role:</i>
b) Registration with the relevant regulatory or professional body
c) Must have a Certificate in a course in life-saving
<i>Soft skills required for the job:</i>
a) Communication skills b) Listening skills c) Observation skills d) Analytical skills e) Compassionate f) Team player
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position:</i>
At least four years' working experience as a Medical Social Worker in a reputable hospital.



HEALTH RECORDS & INFORMATION OFFICER - DCSHRIO/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Health Records and Information
Job Title: Health Records & Information Officer	
Reports to: Senior Health Records & Information Officer	
Direct Reports: Data Entry Clerk	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Health Records & Information Officer, the Health Records & Information Officer job exists to compile, process, and maintain patients medical information and records within the framework of medical, administrative, ethical, legal, and regulations in the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Compile and maintain patients' medical records and information to document condition and treatment and to provide data for research or cost control and care improvement efforts in the hospital. Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds in the hospital. Provide safety and security of medical records and information and ensure that confidentiality is ever maintained in within and without the hospital. Review patients' medical records and information for completeness, accuracy, and compliance with regulations in the hospital. Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings in the hospital. Identify, compile, abstract, and code patients' data, using standard classification systems in the hospital. Release patients' records and information for use by the relevant persons or agencies in the hospital according to the established regulations. Train medical records and information staff in the hospital in order to improve their performance and productivity in the hospital. Prepare statistical reports, narrative reports, or graphic presentations of patients' clinical information and data for use by staff, researchers, or other stakeholders in the hospital. Provide research and training on health records and information management in the hospital. Mentor and guide junior staff and students in the health records and information management unit of the hospital. 	
Minimum level of academic qualifications required to perform effectively in the role:	
b) Higher Diploma in Health Records and Information Management or Health Biostatistics or Health Informatics or any other related field. c) Bachelor's Degree in any related field will be an added advantage.	
Minimum level of knowledge required for the job:	
e) Computer literate f) Knowledge of relevant legislations g) Knowledge of professional standards Proven track record of research and training in a reputable institution.	
Professional qualifications required to effectively perform in the role:	
d) None	



<i>Soft skills required for the job:</i>
g) Communication skills h) Organisational skills i) Observation skills j) Analytical skills k) Team player l) Ability to work under pressure
4. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as a Health Records & Information Management Officer in reputable hospital.



INFECTION CONTROL MANAGER – DCSICM/KUTRRH/6

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Clinical Services	Section/Unit: Public Health & Quality Assurance
Job Title: Infection control manager	
Reports to: Deputy Director – Public Health & Quality Assurance	
2. PURPOSE OF THE JOB	
<ul style="list-style-type: none"> • Reports to Deputy Director – Public Health & Quality Assurance, the Infection Control Manager job exists to Develop and implement infection control policies designed to reduce or eliminate disease outbreaks in health facility and the same on KUTRRH. 	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Develops and implements facility-wide infection prevention and control measures to protect patients, staff and visitors. • Monitors patient care for compliance with established standards and investigates known or suspected sources of infections in order to determine the source and ensure control. • Develop and provide related education to staff. • Comply with state, federal and Joint Commission standards relating to infection control. • Provides input to strategic decisions that affect the functional area of responsibility and may give input into developing the budget. • Implementing disease outbreak intervention procedures in affected areas of the hospital and by notifying the appropriate public health authorities in the event of an outbreak. • Collect, record and analyze hospital records and lab reports to assess the extent of a disease outbreak in order to make the appropriate recommendations for action. Infection control practitioners must communicate with all divisions and departments of the hospital as well as with outside public health offices. • Create operation manuals and training materials that outline operation processes and any procedures to be followed in the event of an outbreak. 	
4. QUALIFICATIONS AND SKILLS	
Minimum level of academic qualifications required to perform effectively in the role:	
a) Bachelors' Degree in a related field from a recognized institution. b) Master's Degree in a related field will be an added advantage.	
Minimum level of knowledge required for the job:	
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standard	
professional qualifications required to effectively perform in the role:	
a) Must have a valid practice license from a relevant body	
soft skills required for the job:	
a) Communication skills b) Organizational skills c) Leadership skills d) Analytical skills e) Observation skills f) Compassionate g) Team building skills	
5. RELEVANT WORK EXPERIENCE REQUIRED:	
Minimum number of years of experience the jobholder is required to have to be appointed to the position:	
At least three year's working experience as an Infection control Manager.	



PUBLIC HEALTH OFFICER- DCSPHO/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Hospital Public Health and Sanitation
Job Title: Public Health Officer	
Reports to: Senior Public Health Officer	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Public Health Officer, the Public Health Officer will job exists to provide and implement public health and sanitation policies and procedures, and services and advise on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Implement hospital public health and sanitation programmes and projects for safe and habitable environment for patients, staff and other visitors of the hospital. Implement and enforcement of all environmental health and safety systems, policies, procedures and practices in the hospital. Ensure that all food, beverage and other consumables are handled within the established standards of cleanliness and hygiene in the hospital. Ensure water supplies quality control, food quality control and safety control in order to control communicable diseases and suppress epidemics in the hospital. Ensure proper drainage of water rain water, used water and sewage are properly drained and their drainage systems properly functioning in the hospital. Ensure minimization of wastage of consumable materials and of course proper and safe waste disposal systems in the hospital. Provide technical advice on preventive and promotive health and ensure compliance to the national public health policies and regulations in the hospital. Work in collaboration with clinical epidemiologist, and hospital engineering sections and specialists to ensure environmental safety and security in the hospital. Work with other public and health and sanitation stakeholders, partnerships and networks for safe environment in the community within and without the hospital. Provide public health and sanitation advisory service to the hospital executive and other stakeholders, and sensitize among them all public health and sanitation policies and programmes in the hospital. Appropriately management of public health and sanitation data and information and ensure its compilation, custody and appropriate reporting in the hospital. Provide clinical research and training to students in the hospital. Guide and mentor junior public health and sanitation staff, interns and students in the hospital. 	
4. QUALIFICATIONS & SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Bachelors' Degree in Environmental Health Sciences from a recognized institution.	
<i>Minimum level of knowledge required for the job:</i>	
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards 	



d) Proven track record of clinical research and training in a reputable institution
<i>Professional qualifications required to perform effectively in the role:</i>
Must be registered with the Public Health Officers' and Technicians' Council of Kenya.
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Team player
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least one year working experience as a Hospital Public Health Officer in a reputable hospital.



CHIEF HEALTH RECORDS & INFORMATION OFFICER – DCSCHRIO/KUTRRH/5

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Health Records & Information
Job Title: Chief Health Records & Information Officer	
Reports to: Director- Clinical Services	
Direct Reports: <ol style="list-style-type: none"> Senior Health Records & Information Officer Health Records & Information Officer I Data Entry Clerk 	
2. PURPOSE OF THE JOB	
Reporting to the Director - Clinical Services, the Chief Health Records & Information Management Officer job exists to coordinate and provide health records & information management services, provide research and training, and advice the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all health records & information management services and resources required in the unit of the hospital; and participate in and contribute to its overall strategic planning of the hospital. Coordinate the implementation of the hospital strategic plan in the health records & information management unit within its vision, mission and culture and other national and international healthcare and frameworks. Chair health records & information management unit and act as its contact person all its services, research and training matters in the hospital. Ensure that health records & information management unit of the hospital has all human and non-human resources required to offer health records & information management services, research and training in the hospital. Participate in the recruitment and disciplinary action and processes of health records and information management staff in the hospital. Coordinate and provide health records & information management services and service delivery in the health records and information management unit of the hospital ensuring that they meet the expected standards and compliance in the hospital. Supervise health records & information management staff together with their services, in the unit of the hospital to ensure that they offer timely services within the expected standards, complying with the established ethics and regulations in the hospital. Ensure and coordinate continuous training and development of health records & information management staff for their effective and efficient performance and productivity in the hospital. Coordinate and provide health records & information management research and training within the hospital. Provide health records & information management services' advice to the hospital executive and other sections/units and the general public in the appropriate media. Monitor and evaluate progress and achievement of the health records and information management unit and services, research and training programmes in the hospital, and prepare and disseminate periodic reports appropriately. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
<ol style="list-style-type: none"> Bachelors in Health records & information management or related degree from a recognized institution. Masters in Health records & information management will be an added advantage 	



<i>Professional qualifications required to effectively perform in the role:</i>
a) None
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Track record of clinical research and training in a reputable institution
<i>Soft skills required for the Job:</i>
a) Communication skills b) Organizational skills c) Leadership skills d) Observation skills e) Analytical skills f) Team building skills g) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least seven years' working experience as a Senior Health Records & Information Management Officer, five of which should be at a Senior Management Level



QUALITY ASSURANCE SPECIALIST – DCSQAS/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Clinical Services	Section/Unit: Public Health & Quality Assurance
Job Title: Quality assurance specialist	
Reports to: Deputy Director – Public Health & Quality Assurance	
Direct Reports: None	
2. PURPOSE OF THE JOB	
<ul style="list-style-type: none"> Quality Assurance Specialist will plan, coordinate, and implement the quality management and quality improvement program at KUTRRH. 	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Provide consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care. Ensure policies and procedures are monitored and updated to include regulatory changes. Perform routine inspections of finished products to check for defects and other problems before these products are shipped for distribution. They identify problems, separate defective products from non-defective products, create audit reports, and record corrective procedures to resolve product non-compliance Maintain records of product tests and defects and summarize corrective actions taken. Create operation manuals and training materials that outline operation processes and any updates to procedures or practices within the manufacturing or production process. 	
4. QUALIFICATION KNOWLEDGE SKILLS	
Minimum level of academic qualifications required to perform effectively in the role:	
Bachelors' Degree in a related field from a recognized institution.	
Minimum level of knowledge required for the job:	
<ul style="list-style-type: none"> a) Computer literate b) Understanding quality assurance as well as production technologies and systems 	
Soft skills required for the job:	
<ul style="list-style-type: none"> a) Communication skills b) Commercial Awareness c) Analytical skills d) Attention to details e) Time Management 	
5. RELEVANT WORK EXPERIENCE REQUIRED:	
Minimum number of years of experience the jobholder is required to have to be appointed to the position:	
At least four year's working experience as a quality assurance specialist.	



ORTHOPAEDIC TRAUMA TECHNICIAN – DCSPT/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Department	Section/Unit: Orthopedic Surgery
Job Title Orthopaedic Trauma Technician	
Reports to: Orthopedic Technologist	
2. PURPOSE OF THE JOB	
Reporting to the Orthopedic Technologist, the Orthopaedic Trauma Technician job exists to support orthopedic surgeons and orthopedic technologist in the treatment and care of orthopedic patients at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Design, fabricate and apply splints and casts on patients as well as remove them from orthopedic patients in the hospital. • Prepare or set up traction as requested by the physician and can assess patients in traction, detect deficiencies in the equipment and make adjustments as needed in the hospital. • Provide information and advice to patients and their relatives/careers regarding their cast or splint and manage their injuries in the orthopedic surgery unit of the hospital. • Deal with orthopedic patients' problems, concerns and queries regarding casts or splints in the hospital. • Work with the orthopedic technologists to provide casts to patients with bone & joint problems in the orthopedic surgery unit of the hospital. • Fit and apply pre-operative braces, crutches and other soft goods to patients in the orthopedic surgery unit of the hospital. • Support with orthopedic procedures, including wound care, aspirations, minor surgical procedures and fracture reductions in the hospital. • Give patients instructions concerning cast care and the use of orthopedic appliances in the orthopedic surgery unit of the hospital. • Clean and stock casts and soft goods room, order special supplies or equipment in the orthopedic surgery unit of the hospital. • Support patients and their relatives throughout their time in plaster room in the orthopedic unit of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
Minimum level of academic qualifications required to perform effectively in the role:	
a) Certificate in Orthopedic Plaster & Traction Technology from a recognized institution b) Diploma in Orthopedic and Plaster Technology from a recognized institution	
Professional qualification required to perform effectively in the role:	
Registration with the respective regulatory or professional body if applicable	
Minimum level of knowledge required for the job:	



Computer literate Knowledge of relevant legislations Knowledge of professional standards
Soft skills required for the job:
Communication skills Observation skills Analytical skills Compassionate Team player Ability to work under pressure
5. Relevant work experience required:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as an Orthopaedic Trauma Technician in a reputable health facility.



FUNERAL HOME MANAGER – DCSFHM/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Funeral Home
Job Title: Mortuary Manager	
Reports to: Chief Pathologist	
Direct Reports: <ul style="list-style-type: none"> a) Senior Mortician b) Mortician 	
2. PURPOSE OF THE JOB:	
Reporting to the Chief Pathologist, the Mortuary Manager job exists to provide leadership and management of the Funeral Home, coordinate and provide funeral services at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all funeral home services and resources required at the funeral home and thus participate in and contribute to the overall strategic planning of the hospital. • Ensure and coordinate the implementation of the hospital strategic plan in the funeral home within its vision, mission and culture and other national frameworks. • Set marketing, sales, or other financial targets for the funeral home establishments ensure their achievement within the framework overall goals of the hospital. • Provide leadership and management to the staff in the funeral home by giving them guidance, directions and mentorship in order to offer quality funeral services in the unit of the hospital. • Coordinate and provide funeral services in the funeral home according to clients' needs and the established standards and regulations in the hospital. • Ensure that the funeral home has all human and non-human resources required to offer funeral services in the unit of the hospital. • Collaborate with the Chief Pathologist in providing pathology services to clients at funeral home. • Supervise morticians together with their services, in the funeral home of the hospital to ensure that they offer timely funeral services within the expected standards, complying with the established ethics, standards and regulations in the hospital. • Ensure and coordinate continuous training and development of the funeral home staff, for their effective and efficient performance and productivity in the hospital. • Ensure that the funeral home assets are sufficient and that they are functioning properly in order to offer quality and timely funeral services in the hospital. • Research the need for, plan and implement changes to services delivery at the funeral home in order for them to meet hospital and community needs. • Respond to, in collaboration with the legal officers, customer needs and complaints, legal inquiries, payments negotiations, or other post service matters in the funeral home of the hospital. • Review financial statements, sales or activity reports, or other performance data in order to identify opportunities for cost reduction, profit maximization and/or service improvement in the funeral home of the hospital. • Ensure completion of funeral services records such as state-required documents, tracking documents, or product inventories in the funeral home of the hospital. • Advise on funeral home services' situation to the hospital executive and other sections/units and the general public in the appropriate media. 	



<ul style="list-style-type: none"> • Monitor and evaluate progress and achievement of funeral home services, and prepare and disseminate periodic reports appropriately.
4. QUALIFICATIONS AND SKILLS
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelor of Science in Medical Laboratory Sciences or in Human Anatomy b) Higher Diploma in Histopathology from a recognized institution c) Certificate in Mortuary Sciences from a reputable institution d) Masters of Science in Medical Laboratory Sciences or in Human Anatomy from a recognized institution is an added advantage
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards
<i>Professional qualifications required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Registration with the relevant regulatory or professional.
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Leadership skills d) Analytical skills e) Compassionate f) Ability to handle grief g) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' experience as a Mortuary Manager or Mortuary Superintendent in a reputable hospital or a funeral home.



MORTICIAN- DCSM/KUTRRH/14

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Services	Section/Unit: Funeral Home Services
Job Title: Mortician	
Reports to: Senior Mortician	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Mortician, the Mortician job exists to provide funeral services at the funeral home of the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Ensure that the funeral home preservation equipment and other machinery are in the right condition and thus functioning properly for the provision of quality funeral services delivery in the funeral home of the hospital. Report any malfunction of any funeral home equipment and other machinery to the senior mortician in the funeral home of the hospital. Work in collaboration with hospital public health office in the implementation of all health and sanitation policies, procedures and practices in the funeral home of the hospital. Obtain information needed to complete legal documents, such as death certificates or burial permits at the funeral home of the hospital. Provide proper record keeping and provide custody of all documentation at the funeral home of the hospital. Receive, prepare, preserve, and prepare and dispatch bodies to the family members if deceased at the funeral home of the hospital. Consult with families or friends of the deceased to arrange funeral details, such as obituary notice wording, casket selection, or plans for services I the funeral home of the hospital. Plan, schedule, or coordinate funerals, burials, or cremations, arranging details such as floral delivery or the time and place of services at the funeral home of the hospital. Prepare bodies are prepared for burial by cleaning and embalming them with the appropriate clothing materials at the funeral home of the hospital. Provide information on funeral service options, products, or merchandise and maintain a casket display area at the funeral home of the hospital. Discuss and negotiate prearranged funerals services with clients at the funeral home of the hospital. Support in running the funeral home operations, including the hiring, training, or supervision of embalmers, funeral attendants, or other staff at the funeral home of the hospital. Maintain the proper cleanliness, hygiene and sanitation of the funeral home facilities and grounds, in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Diploma in Medical Laboratory Science/Technology from a recognized institution. b) Certificate in Mortuary Practice from a recognized institution.	
<i>Minimum level of knowledge required for the job:</i>	
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards	



<i>Professional qualification required to perform effectively in the role:</i>
a) Registration with the relevant regulatory body if applicable.
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Compassionate f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Mortician in a reputable funeral home.
6. OTHER RESPONSIBILITIES ASSIGNED OUTSIDE OF THE CORE RESPONSIBILITIES OF THE JOB:
To assist in Autopsy procedures under the supervision of the Pathologist



CHIEF FINANCE OFFICER - DFSPCFO/KUTRRH/4

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance Strategy and Planning	Section/Unit: None
Job Title: Chief Finance Officer	
Reports to: Director of Finance Strategy & Planning (DFSP)	
Direct Reports: Senior Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Director of Finance Strategy & Planning, the Chief Finance Officer administers, directs and monitors all hospital financial activities and keeps the CEO, and the Hospital Board of Directors informed of the financial condition of the facility.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Provides proactive, sound guidance regarding management of assets and investments, and financial trends within the facility. Works with department managers and patient care executives to implement financial plans and productivity benchmarks, and to monitor progress toward financial goals. Is actively involved in KUTRRH approaches, corporate performance and the growth of a team-oriented culture. In conjunction with the Director Finance Strategy & Planning, establishes a five-year strategic financial plan for the hospital as part of the hospital's strategic planning process. Employs a system of responsible accounting, including budget and internal controls. Ensures that monthly financial statements and bi-weekly productivity reports are completed and distributed on a timely basis. Ensures that all balance sheet accounts are reconciled on a monthly basis and a system of internal controls are in place to facilitate a clean audit opinion with no audit adjustments or internal control deficiencies noted. Maintains effective revenue cycle processes to keep patient accounts receivable at an acceptable level and also increasing the hospital's cash flow. Maintains a thorough working knowledge of managed care reimbursement payment methodologies, including: contractual accounting, payment calculations, billing requirements and compliance issues. Specific areas of responsibility include: patient financial services; maximizing cash flow consistent with sound credit and collection policies while maintaining good rapport with the community; financial reporting with 	



detailed analysis of financial statements and variances from budget; audits of financial statements and internal controls; examination of insurance policies to ascertain that hospital assets are properly insured against loss and that the hospital's liability coverage meets KUTRRH Financial policy requirements.

- Monitors capital asset expenditures and depreciation; prepares annual operating budgets with input and involvement at the departmental level, as well as capital budgets and cash flow projections; arranges lines of credit and maintains proper banking relations; and adheres to KUTRRH corporate compliance standards and procedures.
- Typically supervises the areas of Accounting, Admitting/Registration, Patient Financial Services, Credit and Collection, Purchasing, Health Information Management, Payroll and Cashier. May oversee other departments, as required at the individual hospital.
- Keeps the KUTRRH team and CEO aware of all key financial developments.
- Fulfills accountability for the hospital by submitting to KUTRRH all appropriate reports and functions as a cooperating member of a great team.
- Ensures that hospital management fees are paid in accordance with the contract terms. Works closely with the DFSP, CEO to resolve any payment issues quickly.
- Monitors hospital compliance within Public Finance Management Act, 2012 and its regulation.
- Works closely with the KUTRRH Head of Procurement and Supply Chain Management to ensure compliance.
- Assures renewal of the hospital management contract and works closely with the CEO, DFSP and staff to negotiate the renewal contract.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor's Degree in Commerce, Accounting, or related field from a recognized institution.
- Masters in accounting or Business Administration preferred from a recognized institution.

Minimum level of knowledge required for the job:

- a) Computer literacy
- b) Knowledge of business & management experience
- c) Knowledge of economic & accounting principles

Professional qualifications required to effectively perform in the role:

CPA, CMA, ACCA, CFA

Soft skills required for the job:

- a) Communication skills
- b) Financial Accounting skills
- c) Cash management skills
- d) Leadership skills



- e) Problem solving skills
- f) Multi-Tasking skills
- g) Interpersonal skills
- h) Confidentiality skills
- i) Strategic Thinker

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years' experience as a Chief Finance Officer coupled with hospital or related financial sector experience.



CASHIER - DFSPC/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Cashier	
Reports to: Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Accountant, the Cashier exists to manage all cash transactions at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Balancing daily cash accounts at the end of each day in the hospital. Checking the daily cash balance. Solving all their cash related queries. Organizing all the work they do and maintaining the accounting records. Reporting discrepancies they find within the accounts to their superiors. Making daily, weekly and monthly transaction reports. Cash checks for customers. Calculate total payments received during a time period, and reconcile this with total sales. Keep periodic balance sheets of amounts and numbers of transactions. Compute and record totals of transactions. Provides pricing information by answering questions Balances cash drawers by counting cash at the beginning and end of the shift in the hospital Verifies insurance acceptance by reviewing and recording insurance claims. 	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) A Diploma in Accounting from a recognized institution b) Bachelors Degree in Business or Finance related field will be an added advantage.	
<i>Professional qualifications required to effectively perform in the role:</i>	
CPA or related field.	
<i>Minimum level of knowledge required for the job:</i>	
<ul style="list-style-type: none"> Computer literacy Knowledge of business & management experience Knowledge of economic & accounting principles 	



Soft skills required for the job:

- Communication skills
- Financial Accounting skills
- Cash management skills
- Leadership skills
- Problem solving skills
- Multi-Tasking skills
- Interpersonal skills
- Confidentiality

4. RELEVANT WORK EXPERIENCE REQUIRED

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a cashier in a reputable organization.



SENIOR ACCOUNTANT - DFSPSA/KUTRRH/8

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Senior Accountant	
Reports to: Chief Finance Officer	
Direct Reports: Accountant	
2. PURPOSE OF THE JOB	
The Senior Accountant will prepare financial statements and supporting schedules according to monthly close schedule at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis. Prepare monthly account reconciliations. Analyze financial statements on a monthly basis and report on variances. Prepare financial and tax audits. Assist with preparing tax returns and corporate reporting requirements at KUTRRH. Prepare quarterly producer commission reports, analyzing and correcting discrepancies. Assist in documentation and monitoring of internal controls Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy. Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns Work consultatively with the respective departments on cost reduction initiatives Develop and maintain internal control and effective accounting system and policies for the set up. Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis. Facilitate and complete monthly close procedures. Issue project cost reports for review and approval. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



<ul style="list-style-type: none"> a) Bachelor Degree in Accounting or Finance from a recognized Institution. b) Masters in Accounting or Finance from a recognized Institution will be an added advantage
<i>Minimum level of knowledge that would be regularly applied to the job:</i>
<ul style="list-style-type: none"> a) Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP). b) Hands-on experience with accounting software.
<i>Professional qualifications required to effectively perform in the role:</i>
CPA, ACCA or related field
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Analytical skills c) Attention to details d) Accounting skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five year's working experience as an accountant in a similar organization.



INTERNAL AUDIT MANAGER - DFSP/IA/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit: Internal Audit
Job Title: Internal Audit Manager	
Reports to: Chief Executive Officer	
Direct Reports: Internal Auditor (Audit Analyst)	
2. PURPOSE OF THE JOB:	
Reporting to the Chief Executive Officer, the Internal Audit Manager job exists to coordinate and provide internal audit services, and advise the hospital board and executive Committee on the same.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Formulate, implement and coordinate the hospital's internal audit strategy in collaboration with the Audit & Compliance committee. • Coordinate and implement the internal audit programmes, process and procedures in collaboration with the Audit & Compliance Committee. • Develop initiatives aimed at improving operational efficiencies and assess compliance with the hospital financial policies, procedures and regulations. • Maintain strong internal audit policies, processes and controls in order to provide timely, consistent and accurate financial, management information for effective decision making in the hospital. • Implement the hospitals' internal audit strategy, policies and procedures within the framework of its strategic plan and policies. • Carry out risk identification, assessment and audit planning for high risk areas within the operations of the hospital. • Report and communicate Audit findings and recommendations to the management. • Evaluate corporate governance processes in the hospital and make recommendations for improvement. • Develop and spearhead anti-fraud strategy in collaboration with the compliance function. • Plan and co-ordinate timely performance of special audit investigations and forensic audits in the hospital as necessary. • Attend the hospital Audit & Compliance committee meetings as the Committee Secretary. • Carry out regular compliance tests on the hospital's operating systems, policies and procedures and make the necessary recommendations. 	



- Evaluate the reliability, integrity, timeliness and accuracy of financial and operating information to facilitate sound decision making by the hospital management.
- Introduce, inculcate and maintain the culture of integrity and accountability within the framework of the hospital policies and guidelines.
- Ensure that the internal audit section of the hospital has all human and non-human resources required to offer internal audit services in the hospital.
- Participate in the recruitment and induction, and disciplinary action and processes of internal audit section staff within the established policies and procedures in collaboration with the human resource section in the hospital.
- Supervise internal audit section staff together with their services, to ensure that they offer timely internal audit services within the expected standards, complying with the established policies, procedures and practices in the hospital.
- Ensure and coordinate continuous training and development of staff in internal audit section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide internal audit advisory service to the hospital executive, board and other sections and units and other stakeholders through the appropriate media.
- Work with other section heads and specialists to solve single or multiple problematic integrity and accountability issue (s), whenever it arises in the hospital.
- Monitor and evaluate performance against standards or agreed targets, use audits, feedback loops and corrective action to ensure continuous improvement, prioritize and escalate issues resulting in non-compliance.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in Accounting, Finance or Business Management from a recognized institution
- Masters' Degree in Business or related field from a recognized institution will be an added advantage

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of the relevant legislations
- Knowledge of professional standards

Professional qualifications required to effectively perform in the role:

- Registration with respective accredited regulatory or professional body.
- CIA, ACA, CPA, CISA

Soft skills required for the job:

- Communication skills
- Leadership skills



- c) Team building skills
- d) Organizational skills
- e) Problem solving skills
- f) Observation skills
- g) Analytical skills
- h) Ability to confront and probe
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as an Internal Audit Manager.



Accountant - DFSPA/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: Finance & Accounting
Job Title: Accountant	
Reports to: Senior Accountant	
2. PURPOSE OF THE JOB	
Reporting to the Senior Accountant, the Accountant job exists to prepare, analyze, and review transactions, financial data, and continuously report any data and financial information that facilitate decision making at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Perform financial calculations to support financial transactions. Assist in ensuring departmental compliance with established policies and other regulatory standards. Participate in performance improvement. Prepare statistical reports and create standard and ad hoc reports for Chief Finance Officer and other departments as requested. Operate computers programmed with accounting software to record, store, and analyze data and information in the hospital. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes in collaboration with the finance unit of the hospital. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers in the hospital. Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses in the hospital. Code financial documents and files according to financial policies and procedures of the hospital. Reconcile, note and report, if any, accounting discrepancies found in records of the hospital. Access computerized financial information to answer general questions as well as those related to specific accounts in the hospital. Match order forms with invoices, and payments and record the necessary information in the hospital. 	



<ul style="list-style-type: none"> • Compare computer printouts to manually maintained journals to determine if they match or not in the hospital. • Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal and report the same in the hospital. • Calculate costs of materials, overhead, and other expenses, based on estimates, quotations and price lists in the hospital. • Compile budget data and documents, based on estimated revenues and expenses and previous budgets and report the same in the hospital. • Prepare and disseminate financial report appropriately making the recommendations to the respective stakeholders in the hospital
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelor of Commerce or related field from a recognized Institution.
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Knowledge of Accounting information systems b) Demonstrate excellent analysis skills c) Demonstrate excellent reporting skills d) Knowledge of relevant accounting principles e) Computer Literate
<i>Professional qualifications required to effectively perform in the role:</i>
CPA, ACCA
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Team player c) Organizational skills d) Detail oriented e) Observation skills f) Analytical skills g) Ability to work under pressure
4. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five year's working experience as an accountant in a reputable organization.



CREDIT CONTROL & INSURANCE MANAGER - DFSPCM/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Credit Control & Insurance Manager	
Reports to: Chief Finance Officer	
Direct Reports: Credit Control Officer Insurance Officer	
2. PURPOSE OF THE JOB	
Responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers will be responsible for working accounts with balances according to their respective payer at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in formulation, reviewing and implementation of the Hospital's credit control procedures • Ensuring that all transactions in the department are compliant with statutory and hospital regulations. • Responsible for the timely and accurate review of posting and balancing of payment/rejection and adjustment transactions which are necessary for closing accounts. • Have specific operational knowledge of assigned insurance billing contract, agreements and responsibilities in reviewing and following up aged debt. • Be cognizant of responsibility of credit controller role in affecting hospital cash-flow. • Follow key processes and procedures in completing credit control tasks to quality standards. • Collaborate with team members to facilitate the delivery of effective billing services and follow-up to all customers to promote account reconciliation. • Manage assigned list by ensuring the timeliness and accuracy of billings, collections, contractual postings, payments and adjustments of accounts based upon functional standards. • Resolve incoming queries on billing or outstanding accounts from patients, insurance companies, consultants in a professional and efficient manner. • Responsible for updating system notes with account activity, status and expected reimbursement. • Developing service level agreements and executing 3rd party contract on delegation • Apply reminders on account to ensure full follow through by relevant insurance group. • Have sufficient knowledge or access to knowledge to provide correct information with regard to fees, excesses or co-payments on individual policies or individual procedures. 	



- Handle disputed bills and negotiate to bring payment within the agreed terms.
- Provide accurate advice on billing queries.
- Ensure that debts are paid in a timely manner.
- Prepare and submit daily, weekly, and monthly reports for the department.
- Overseeing key account and customer relationship management

4. QUALIFICATIONS, KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Finance, Science, Social Sciences or related field from a recognized Institution.

Minimum level of knowledge required for the job:

- a) Operational knowledge of Credit Control processes and requirements
- b) Be competent in the use of the IT structure and processes that support business office processes and credit control.

Professional qualifications required to effectively perform in the role:

- a) A post-graduate in a related field or any parastatal related training.

Soft skills required for the job:

- a) Communication skills
- b) Team Management skills
- c) Analytical thinking skills
- d) Problem solving skills
- e) Multi-tasking skills
- f) Organizational skills
- g) Excellent negotiations skills.

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience in Credit Control, Finance, Tax or a related field.



CREDIT CONTROL OFFICER - DFSPCCO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Credit Control Officer	
Reports to: Credit Control & Insurance Manager	
2. PURPOSE OF THE JOB	
Reporting to the Credit Control and Insurance Manager, the Credit Control Officer job exists to ensure proper maintenance of monthly cash collections performance as per set target and carrying out credit control administration activities as per the credit control process at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Provide accurate advice on billing queries Ensure that debts are paid in a timely manner. Prepare and submit daily, weekly, and monthly reports for the department. Monitor daily receipts allocation for assigned portfolio and ensure that accounts credit position is up to date at the end of each working day. Monitor contract's expiry dates and escalate contracts due for renewal to respective billing supervisor. Handling disputed bills and negotiating to bring payment within the agreed terms. Overseeing key account and customer relationship management. Developing credit management capability within the department Ensuring monthly and year end processing deadlines are met as required. Ensuring stability of cash flows for operational and investment purpose through preparing and implanting cash collection budget. Undertaking account reconciliation and sending out timely client statements letters as may be agreed from time to time Maintain up to date customer credit control file which should include: contracts, letters, demand notices, correspondences, credit notes, suspension notices, and termination. Determining clients' particular needs and financial situations by scheduling fact-finding appointments Developing a coordinated protection plan by calculating and quoting rates for immediate coverage action and long-term strategy implementation. Giving sound insurance advisory services and support to the clients, selling insurance policies to customers. 	



<ul style="list-style-type: none"> • Apply reminders on account to ensure full follow through by relevant insurance group in liaison with the Insurance Officer. • Provide accurate advice on billing queries at the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelor's Degree in Business Management related field from a recognized Institution
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Operational knowledge of Credit Control processes and requirements b) Be competent in the use of the IT structure and processes that support business office processes and credit control.
<i>Professional qualifications required to effectively perform in the role:</i>
ACII, CPA or related field.
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Team Management skills c) Analytical thinking skills d) Problem solving skills e) Multi-tasking skills f) Organizational skills g) Conflict Management Skills h) Excellent negotiations skills.
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number years of experience the jobholder is required to have to be appointed to the position:</i>
a) At least four years working experience in Finance or Credit Control



INSURANCE OFFICER - DFSPIO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Referral and Research Hospital	
Department: Finance	Section/Unit: None
Job Title: Insurance Officer	
Reports to: Credit Control & Insurance Manager	
2. PURPOSE OF THE JOB	
Reporting to the Credit Control & Insurance Manager, the insurance officer job is Responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Processing and documentation (claims and payment processing and medical coding) of health insurance claims Responsible for updating internal databases, which electronically store and organize patients' records, billing details as per the registration forms Liaise with Insurance underwriters on claims adjustment at the point of admission and discharge Ensuring patients are billed within KUTRRH defined protocols and standards laid out Insurance claims reporting, reconciliation and analysis of trends with regard to medical claims Ensuring medical records are accurate and that the database is secure. Participate in all audits, service evaluations and process reviews to enhance the delivery of billing service to customers/stakeholders. Participate in regular checking, review and reconciliation of billing to ensure validity of insurance management reporting Resolve incoming queries on billing from patients, insurance companies, consultants or colleagues in a professional and efficient manner First point of contact with Insurance underwriters on claims and settlement ensuring a defined service level agreement is in place 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor's Degree in Commerce and related field from a recognized Institution	



<i>Minimum level of knowledge that would be regularly applied to the job:</i>
<ul style="list-style-type: none"> b) Operational knowledge of Insurance and credit processes and requirements c) Have specific operational knowledge of assigned insurance billing contracts, agreements
<i>Minimum level of professional qualifications required to effectively perform in the role:</i>
<ul style="list-style-type: none"> a) Professional Insurance certification
<i>Typical soft skills that would be regularly applied to the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Analytical thinking skills c) Problem solving skills d) Multi-tasking skills e) Organizational skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
<ul style="list-style-type: none"> a) At least three years working experience in Insurance, Finance or Credit Control. b) Previously worked in an Insurance or hospital set up handling insurance claims



BILLING OFFICER - DFSPBO/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Finance Strategy and Planning	Section/Unit: None
Job Title: Billing Officer	
Reports to: Senior Accountant	
2. PURPOSE OF THE JOB	
<ul style="list-style-type: none"> Reporting to the Senior Accountant, the Billing Officer exists to ensure patient accounts are billed within the Hospital defined protocols. 	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Be knowledgeable of full remit of Finance Processes and their effect hospital-wide operations. Be cognizant of responsibility of billing role in affecting hospital cash-flow. Follow key processes and procedures in completing billing tasks to quality standards. Collaborate with team members to facilitate the delivery of efficient and effective billing services to all customers. Determines patient invoice by capturing services noted in patient chart; clarifying services with physicians. Resolve incoming queries on billing from patients, insurance companies, consultants or colleagues in a professional and efficient manner. Provides billing information by collecting, analyzing, and summarizing third-party billings, accounts pending, and late charges data and trends. Have sufficient knowledge or access to knowledge to provide correct information with regard to fees excesses or co-payments on individual policies or individual procedures. Be aware of all payment methods available at KUTRRH and be knowledgeable in payment collection processes. Promote and maintain strong relationships with the health insurance companies and communicate any issues that may arise. Participate in regular checking, review and reconciliation of billing to ensure validity of management reporting of Key Performance Indicators. Participate in follow up of aged debt with assigned insurance as relevant. Participate in all audits, service evaluations and process reviews to enhance the delivery of billing service to customers/stakeholders. Participate in meetings as requested, and contribute to the on-going development of the department and hospital. 	



- Participate in duty roster preparation to provide the required cover in Business Office.
- Data entry for all services rendered with proper coding, filing claims submissions, allocating collections and filing receipts, calculating closing and balancing on a daily and monthly basis, and basic bookkeeping.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in a related field from a recognized institution.

Minimum level of knowledge required for the job

- a) Computer literate
- b) Knowledge and experience in bookkeeping

Professional qualifications required to effectively perform in the role:

CPA or related qualification

Soft skills required for the job:

- a) Communication skills
- b) Multi-Tasking skills
- c) Interpersonal skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three year's working experience as a Billing Officer.



HUMAN RESOURCES OFFICER - RECRUITMENT - DCSAHRO/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resource Officer – Recruitment	
Reports to: Deputy Human Resources Director	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Human Resources Director, the Human Resource Officer (Recruitment) job exists coordinate recruitment process for all human resource required to provide services and advise at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Complete new-hire process including ensuring requisitions forms, on-boarding processes and budgets are adhered to in the hospital. Design and administer procedures for on-boarding new employees including recruitment, hiring, orientation tools, completion of weekly evaluations, and processes in the hospital. Receive or identify human resources needs from different units and plan for their recruitment process in the hospital. Design or review jobs and job adverts and advertise them through the appropriate media within or without the hospital. Receive job applications, coordinate shortlisting of candidates, constitute interview panels and invite candidates for interviews in the hospital. Prepare job placement or appointment letters, engagement contracts and contact qualified candidates, in collaboration with the legal counsels of the hospital. Place, induct and train the newly contracted staff members and deploy them where they are required in collaboration with sections' and units' heads the hospital. Promote, complement, control, deployments and transfers and disciplinary matters of staff in the hospital. Advise on human resources planning and succession management to ensure continuity of operations and services delivery in the hospital. Communicate engagement contracts to exiting staff, conduct exit interviews and summarize data to assess retention issues in the hospital. Maintain working relationships with local career centres, department of employment services, professional recruiting agencies and local professional organizations to provide access to public and private employment programmes and services within the hospital. 	



- Prepare and disseminate reports making the appropriate recommendations to the respective stakeholders concerning recruitment in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor's Degree in Human Resource Management or related from a recognized institution.

Minimum level of knowledge required for the job

- Computer literacy
- Knowledge and experience in recruitment
- Knowledge of industrial and labour laws
- Knowledge of best practices in talent management
- Knowledge of professional standards

Professional qualifications & compliance required to effectively perform in the role:

- Higher/Postgraduate Diploma in Human Resource Management from a recognized institution or
- CHRP
- Registration with the institute of Human Resource Management
- Must be a holder of a valid practicing certificate

Soft skills required for the job:

- Communication skills
- Leadership skills
- Team building skills
- Organizational skills
- Observation skills
- Analytical skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as Human Resource Officer in a similar level organization.



HUMAN RESOURCES OFFICER – EMPLOYEE RELATIONS - DCSAHRO/KUTRRH/9

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Corporate Services and Administration	Section/Unit: Human Resource Management
Job Title: Human Resource Officer – Employee Relations	
Reports to: Deputy Human Resources Director	
2. PURPOSE OF THE JOB	
Reporting to the Human Resources Manager, the Human Resources Officer – (Employee relation) job exists to ensure that all the human resources of the hospital are working in conducive environment that support and promote their physical and psychosocial wellbeing by ensuring that industrial and labour legislation are duly adhered to at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Keep up-to-date with the industrial and labour laws and other employment relations policies, regulations and guidelines, and sensitise the same to all stakeholders in the hospital. Implement employment law and offer best practice advice to human resources staff, management and other employees to foster good employee relations in the hospital. Support the Human Resource Manager in managing hospital staff grievances cases and concerns and personal needs of psychosocial nature in the hospital. Ensure that all staff in the hospital have sufficient medical insurance cover for their healthcare access and thus be able to provide uninterrupted services to the hospital. Identify staff members with special personal or family needs such as bereavement, sickness, etc and organise their support from the hospital and other staff members in the hospital. Ensure and provide staff welfare facilities such as staff resting areas and recreation facilities, spiritual facilities and other facilities to support physical and psychosocial wellbeing of staff in the hospital. Ensure that the hospital has safe, secure and conducive working environment for staff health and motivation that support and promote optimal staff performance and productivity in the hospital. Evaluate and resolve human relations, labour relations, and work-related issues, and meets with management to determine appropriate action in the hospital. Explains and provide advice to staff about the hospitals and governmental rules, regulations, and procedures, and need for labour laws and compliance in the hospital. 	



- Identify, in conjunction with Human Resource Officer – (Performance and reward management), workplace welfare issues that affect performance and productivity and resolve them in the hospital.
- Identify, in conjunction with the Human Resource Officer-Training and Development, staff capacity development needs and implement the same accordingly for staff performance and fulfilment in the hospital.
- Participate and contribute towards the development of working relationships with staff representatives, trade unions and professional associations in the hospital.
- Play an active role, with guidance from the Deputy Human Resources Director, in providing support, training, guidance and development of staff in the human resource section of the hospital.
- Prepare and disseminate reports making the appropriate recommendations to the respective stakeholders on staff welfare matters in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor's Degree in Human Resource Management or Social Sciences from a recognized institution.

Minimum level of knowledge required for the job:

- Computer literacy
- Knowledge and experience in recruitment
- Knowledge of industrial and labour laws
- Knowledge of professional standards

Professional qualifications & compliance required to effectively perform in the role:

- Higher/Postgraduate Diploma in Human Resource Management from a recognized institution or
- CHRP
- Registration with the institute of Human Resource Management
- Must be a holder of a valid practicing certificate

Soft skills required for the job:

- Communication skills
- Leadership skills
- Team building skills
- Organizational skills
- Observation skills
- Analytical skills
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as a Human Resource Officer – Employee Relations in a similar organization.



HUMAN RESOURCES ASSISTANT - DCSAHRA/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching Research and Referral Hospital	
Department: Human Resources	Section/Unit: None
Job Title: Human Resources Assistant	
Reports to: Deputy Director - Human Resources	
2. PURPOSE OF THE JOB	
To assist in all operational and administrative HR activities, delivering efficient service and support.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> Ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organized and confidential. Maintain staff personal files and ensure that all files have up to date information Capture and update employee personal information data accurately and timeously in the Human Resource Management Information System (HRMIS) including leave records, medical claims and other HR related records. Produce HR data and reports as required and within set deadlines. Draft advertisements for authorized recruitments in liaison with HR Officer, Recruitment & Deputy Director – Human Resources, ensuring conformity of job advertisements to job specifications and Kenyatta University Teaching and Referral Teaching Hospital brand guidelines and recruitment practices. Facilitate advertising/circulation of advertisements on various platforms as agreed with Deputy Director – Human Resources and Recruiting Manager. Update and report on progress of the recruitment and selection processes through the HR recruitment & selection system and send feedback to applicants. Undertake long-listing for junior positions or as agreed with Deputy Director – Human Resources/ HR Officer. Arrange for and coordinate interviews (date of interviews, calling short-listed applicants) administering tests and/or taking part in the interviews where necessary and ensuring all pre-employment documentation is in place. Ensure records of all recruitment and selection processes of employees and consultants are correctly filed. Draft employment contracts, terms and conditions of employment or terms of reference, job profiles for employees and consultants, and draft requested letters in line with changes to employee terms and conditions of employment. 	



- Support line management in the development and implementation of induction and orientation of both new and existing employees, ensuring that all relevant policy documents are made available.
- Follow up on completed performance review documents and development plans with line managers and update performance management records.
- Respond to general staff queries and advise them on KUTRRH HR policies and procedures and local legislative requirements, seeking advice from and referring more complex issues to the Deputy Director - Human Resources.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Advanced Diploma or Diploma in Human Resource Management.
- b) Bachelor's Degree will be an added advantage.

Minimum level of knowledge required for the job

- a) Computer literacy
- b) Knowledge and experience in recruitment
- c) Knowledge of industrial and labour laws
- d) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Compassionate
- h) Organizational skills
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two year's working experience in a busy HR Department.



PROCUREMENT & SUPPLY CHAIN MANAGER - CEOPM/KUTRRH/6

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement & Supply Chain Manager	
Reports to: Chief Executive Officer	
Direct Reports: <ul style="list-style-type: none"> a) Senior Procurement Officer b) Procurement Officer-General Supplies c) Procurement Officer-Hospital Services d) Procurement Officer-Medical Supplies 	
2. PURPOSE OF THE JOB	
Reporting to the Chief Executive Officer, the Procurement and Supply Chain Manager job exists to oversee, coordinate and provide procurement and supply chain management services, and advise the Hospital Management on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Oversee and ensure planning for the procurement all the assets and resources required in the hospital in collaboration and coordination with other heads of sections and units and thus contribute to its overall strategic planning of the hospital. • Oversee and ensure the distribution of all assets, goods and services whenever needed in different sections and units in order to facilitate timely delivery of quality clinical referral, research and training services in the hospital. • Interpret the procurement component of the comprehensive strategic plan and make short- and long-term operationalization plan for its implementation within the allocate budget in the hospital. • Oversee and facilitate, in collaboration with the section heads, forecasting and planning for material needs of different sections in the hospital so as to facilitate their effective distribution in the hospital. • Conduct market research, in order to establish availability, value and prices of different commodities required in the hospital in order to prepare for procurement before they are needed in the hospital. • Coordinate all the procurement and supply chain management functions in the hospital and represent the section and its pertinent matters to the executive and other stakeholders of the hospital. 	



- Formulate procurement and supply chain management systems/models, policies and procedures for the hospital within the framework of the established public procurement policies and practices.
- Ensure that the procurement and supply chain management section of the hospital has all human and non-human resources required to offer procurement and supply chain services in the hospital.
- Participate in the recruitment and induction, and disciplinary action and processes of procurement and supply chain management section staff within the established policies and procedures in collaboration with the human resource section in the hospital.
- Supervise procurement and supply chain management section staff together with their services in the hospital, to ensure that they offer timely procurement and supply chain services within the expected standards, complying with the established policies, procedures and practices.
- Ensure and coordinate continuous training and development of staff in procurement and supply chain management section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide procurement and supply chain management advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Liaise with government agencies such as the treasury to ensure that procurement and supply chain management practices in the hospital complies with established public procurement policies and practices.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the procurement and supply chain management section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in Procurement and Supply Chain or Business Sciences from a recognized institution
- Masters' Degree in Procurement, Logistics or Supplies or a related field from a recognized institution.

Minimum level of professional qualification and compliance required to perform effectively in the role:

- Registration with accredited respective regulatory or professional body.
- Must be a licensed practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer literate
- Knowledge of procurement software including IFMIS
- Knowledge of the Public Procurement and Disposal Act
- Knowledge of the relevant legislations
- Knowledge of professional standards



Soft skills required for the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least ten years' working experience, four of which must be in a managerial position



Senior Procurement Officer - CEOSPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Senior Procurement Officer	
Reports to: Procurement & Supply Chain Manager	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Senior Procurement Officer is responsible for ensuring timely procurement of goods, services and works; developing and implementing policies, and administrative systems in line with budgetary allocations in the Hospital for all functions.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation, from heads of units, of all services needed by different units of the hospital. • Ensuring correct specifications from users, and proper requisition authorization • Preparation of tender documents for procurement of goods, works and services • Plan for the procurement of all services required for the proper running of the hospital. • Provide professional procurement advice to the Hospitals ad hoc tender committees • Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it. • Prepare tenders for the procurement of the different services required for running the hospital. • 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. • Prepare and offer tenders for hospital services provision to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital. • Present the qualified hospital service lenders to the legal unit for contracting process the hospital. 	



- Offer hospital services provision tenders from the contracted service lenders of the hospital.
- Receive feedback from hospital services end users and respond accordingly in the hospital.
- Prepare and respond to service lender concerns through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement of services lent the hospital.
- Manage data of all records of hospital services rendered including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payments to service lent by renderers for timely service delivery in the hospital.
- 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.
- Prepare and disburse hospital services procurement reports to facilitate the preparation and implementation of strategies to fill the identified gaps.
- 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

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Procurement or Supply Chain Management from a recognized University;
- b) A Master's Degree in Procurement or Supply Chain Management will be an added advantage

Minimum level of professional & Compliance qualification required to perform effectively in the role:

- a) Must be a member of a recognized professional procurement body (KISM)
- b) Must be a licensed practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
- b) Knowledge of e-procurement systems
- c) Knowledge of Public Procurement and Disposal Act
- d) Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills



5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least Seven years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT OFFICER I – MEDICAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer I – Medical Supplies	
Reports to: Procurement & Supply Chain Manager	
Direct Reports: Pharmacy Storekeeper	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer I – Medical Supplies job exists to plan and procure medical supplies for the hospital in compliance with the Public Procurement and Disposal Act, and Pharmacy and Poisons Board Regulations and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation of needs from heads of clinical and nursing units, to ensure all needs are captured and supplied in the hospital. • Plan for all medical supplies which include medicines and surgical equipment for the hospital. • Receive requisitions for medical and surgical tools, equipment and materials from heads of clinical and nursing units of the hospital. • Prepare purchase orders for the pharmaceutical and other medical supplies in the hospital. • Prepare and make orders for the medicines, medical and surgical tools, equipment and materials from pharmaceutical and other suppliers of the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manager to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for pharmaceutical and other medical supplies to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide medical supplies in the hospital. • Present the qualified pharmaceutical and other medical suppliers to the legal unit for contracting process the hospital. 	



- Receive and counter check pharmaceutical and other medical supplies' deliveries against orders in the hospital.
- Inspect supplies against specification and samples given to ensure that they all meet the set specifications and standards by the respective regulatory bodies.
- Hand over medical supplies to the respective storekeepers for inventory and custody in accordance with the set standards and regulations in the hospital.
- Prepare and respond to various end-users in the hospital and supplier correspondence through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement initiatives for the hospital supply chain function.
- Manage data of all records of purchased medical goods including their costs, deliveries and inventories and consumption in the hospital.
- Prepare and disburse procurement reports on the procurement processes for medical supplies, to facilitate the preparation and implementation of strategies to fill the identified gaps in the hospital.
- Monitor, in collaboration with the store pharmacy storekeeper, stock levels and determine reorder levels to minimize on overstocking and understocking, to support cost management and operational efficiency for the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelor of Purchasing & Supplies from a recognized institution.
- Diploma in Purchasing and Supplies Chain Management from a recognized institution.

Minimum level of professional qualification and Compliance required to perform effectively in the role:

- Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
- Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer Literate
- Knowledge of e-procurement system
- Knowledge of Public Procurement and Disposal Act
- Knowledge in professional standards

Soft skills required for the job (Attributes):

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement and Supply Chain officer in a reputable organization.



PROCUREMENT OFFICER I – HOSPITAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer I – Hospital Supplies	
Reports to: Procurement & Supply Chain Manager	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer – Medical Supplies job exists to plan and procure medical supplies for the hospital in compliance with the Public Procurement and Disposal Act, and Pharmacy and Poisons Board Regulations and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation, from heads of units, of all services needed by different units of the hospital. • Plan for the procurement of all services required for the proper running of the hospital. • Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it. • Prepare tenders for the procurement of the different services required for running the hospital. • Receive and evaluate quotations and submit the report to the procurement and supply chain manager to assist in selecting suppliers through the tender committee of the hospital. • Prepare and offer tenders for hospital services provision to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital. • Present the qualified hospital service lenders to the legal unit for contracting process the hospital. • Offer hospital services provision tenders from the contracted service lenders of the hospital. • Receive feedback from hospital services end users and respond accordingly in the hospital. • Prepare and respond to service lender concerns through phone, mail or other appropriate media. • Carry out market surveys and research to inform continuous improvement of services lent the hospital. 	



- Manage data of all records of hospital services rendered including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payments to service lent by renderers for timely service delivery in the hospital.
- 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.
- Prepare and disburse hospital services procurement reports to facilitate the preparation and implementation of strategies to fill the identified gaps.
- 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

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in Commerce, Business Administration (with) or Purchasing and Supply Chain Management from a recognized institution

Minimum level of professional qualification & Compliance required to perform effectively in the role:

- Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
- Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- Computer Literate
- Knowledge of e-procurement system
- Knowledge of Public Procurement and Disposal Act
- Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT OFFICER II – GENERAL SUPPLIES - CEOPO/KUTRRH/7

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Officer II – General Supplies	
Reports to: Procurement & Supply Chain Manager	
Direct Reports: Storekeeper	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Supply Chain Manager, the Procurement Officer – General Supplies job exists to plan and procure general hospital supplies within the framework of Public Procurement and Disposal Act and the procurement policy of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Participate in preparing the annual procurement plan through consolidation of needs from heads of units, to ensure all needs are captured and supplied in the hospital. • Plan for the purchase of all general supplies required for the proper running of the hospital. • Receive requisitions for the procurement of tools, equipment and materials from heads of units of the hospital. • Prepare purchase orders for the procurement of all general supplies needed for running the hospital. • 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. • Prepare and offer tenders for general hospital supplies to bidders and process the selection and contracting by the tender committee of the hospital. • Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various good in the hospital. • Present the qualified general hospital suppliers to the legal unit for contracting process the hospital. • Make orders for the tools, equipment and materials from the contracted suppliers of the hospital. • Receive and counter check general hospital supplies' deliveries against orders in the hospital. 	



- Inspect supplies against specification and samples given to ensure that they all meet the set specifications and standards in the hospital.
- Hand over supplies to the respective storekeepers for inventory and custody in the hospital.
- Prepare and respond to various suppliers' correspondences through phone, mail or other appropriate media.
- Carry out market surveys and research to inform continuous improvement initiatives for the supply chain function in the hospital.
- Manage data of all records of purchased goods including their costs, deliveries and inventories in the hospital.
- Prepare all relevant documents and forward them to accounts to facilitate payment of suppliers of all general hospital supplies to ensure timely delivery in the hospital.
- Raise goods receipt vouchers to support verification of invoice sent by suppliers to ensure payments for only what has been supplied to the hospital.
- Prepare and disburse procurement reports on the procurement processes for general supplies, to facilitate the preparation and implementation of strategies to fill the identified gaps in the hospital.
- Monitor, in collaboration with the store keepers, stock levels and determine reorder levels to minimize on overstocking and understocking, to support cost management and operational efficiency for the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in Commerce, Business Administration (with) or Purchases and Supply Chain Management from a recognized institution

Minimum level of professional qualification and compliance required to perform effectively in the role:

- c) Registered with Kenya Institute of Purchasing and Supplies Management (KISM)
d) Must be a Licensed Practitioner

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
b) Knowledge of e-procurement systems
c) Knowledge of Public Procurement and Disposal Act

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
b) Organizational skills
c) Observation skills
d) Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years' working experience as a Procurement Officer in a reputable organization.



PROCUREMENT ASSISTANT - CEOPA/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research & Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: Procurement Assistant	
Reports to: Procurement Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Officer, the Procurement Assistant job exists to promote a collaborative, client focused, quality and result oriented approach in the Procurement Unit and effective delivery of the procurement services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Maintaining an updated supplier's database in the system. • Assist in risk analysis of contracts conditions, costs and sub-contracts and preparing reports on Procurement matters. • Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly. • Provide purchased materials to the responsible receiving office and do all actions for completing the process. • Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit process. • Assist with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch. • Assist the Procurement Officer in maintaining current up to date procurement documents. • Verify current inventory levels and keep records to prevent inventory gaps. • He/She will note when inventory is low and it is time to order new products. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS	
<i>Minimum level of academic qualifications required to perform effectively in the role</i>	
a) Bachelor's Degree/ Diploma in Supplies Chain Management or related course from a recognized institution	
<i>Minimum level of professional qualification & compliance required to perform effectively in the role:</i>	
a) Registered with Kenya Institute of Purchasing and Supplies Management (KISM)	



Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer Literate
- b) Knowledge of e-procurement systems
- c) Knowledge in professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Procurement Assistant in a reputable organization.



STOREKEEPER - CEOSK/KUTRRH/10

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Procurement & Supply Chain Management
Job Title: General Storekeeper	
Reports to: Procurement Officer - General Hospital Supplies	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Procurement Officer-General Supplies, the Storekeeper job exists to coordinate and provide storekeeping services, ensuring safety, security, availability and sufficiency of all goods at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Coordinate all the operations and activities in the general stores of the hospital. • Receive, verify against the LPOs, and inventories all goods procured and delivered by suppliers in the hospital. • Ensure the proper quality and quantity of all goods delivered by suppliers before stocking them in their respective storage facilities in the hospital. • Ensure that all goods delivered by suppliers in the general stores are appropriately stocked and refrigerate for safe keeping in the hospital. • Manage all goods in the store by ensuring that they are sufficient, safe, secure and in good condition and within the validity periods in the hospital. • Ensure that store supervisors record all goods received into and all goods issued from the general store of the hospital. • Receive requisitions from heads of units, sections and departments, process them and forward them to the store supervisors to dispatch them as per supply chain management policies and procedures of the hospital. • Cross check and reconcile receivables, issuances and balance in stock in order to track stock of goods in the store for sufficient supply in the hospital. • Track the movement of goods into and from the store in order to ensure their availability and sufficiency and thus steady supply in hospital. • Note and report damages, expiry and discrepancies for accounting, reimbursement and record-keeping purposes in the store of the hospital. • Prepare requisition list for goods to be procured in order to replenish stocks, and forward it to the Procurement Officer accordingly for their procurement in the hospital. 	



- Prepare and balance ledger books to ensure proper record keeping in the store of the hospital.
- Compile stores reports and disburse them according to the appropriate offices in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- a) Diploma in Supply Chain Management related course
- b) A Degree will be an added advantage

Minimum level of professional qualification required to perform effectively in the role:

Registered with the Kenya Institute of Supplies Management

Minimum level of knowledge that would be regularly applied to the job (Need to know):

- a) Computer literate
- b) Knowledge of procurement and supply chain management systems
- c) Knowledge of relevant legislations
- d) Knowledge of professional standards

Typical soft skills that would be regularly applied to the job (Attributes):

- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills
- e) Team building skills

5. Relevant work experience required:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years' working experience as a Storekeeper in a reputable organization.



ICT MANAGER - DCSAICTM/KUTRRH/6

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT
Job Title: ICT Manager	
Reports to: Director – Corporate services	
Direct Reports: <ul style="list-style-type: none"> a) ICT Officer – Security b) ICT Officer - Infrastructure c) ICT Officer - Application 	
2. PURPOSE OF THE JOB:	
Reporting to the Director corporate services, the ICT Manager job exists to oversee and coordinate the ICT function, and advise the Hospital Management on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Oversee and manage the ICT function of the hospital by ensuring that all its services are well planned for in order to support timely and quality service delivery in the hospital. Participate in and contribute to the overall strategic planning process for the hospital. Provide leadership, guidance and direction to ICT division in order to support timely and quality clinical services, research and training services delivery in the hospital. Provide supportive supervision of ICT division facilities and services in its sections and units in the hospital. Ensure that the ICT division supports generation of the target revenue required to facilitate the delivery of its services and other financial obligations of the hospital. Ensure proper coordination of the implementation of the hospital strategic plan in the ICT division within its vision, mission and culture and other national and international frameworks. Ensure that the ICT division has all human and non-human resources required to offer ICT services in order to support clinical referral, research and training services in the hospital. Oversee and ensure the recruitment, maintenance and disciplinary action and processes of the ICT division staff in the hospital. 	



- Oversee and coordinate the provision of timely quality and sufficient ICT services in the hospital within the established policy and professional frameworks in the hospital.
- Ensure continuous training and development of ICT division staff for their effectiveness and efficiency and thus performance and productivity in the hospital.
- Ensure continuous advisory services concerning ICT services and service delivery to the hospital executive and other stakeholders through the appropriate media.
- Work in collaboration with other divisions, sections and units in dealing with thematic ICT issues for timely quality clinical referral, research and training services in the hospital.
- Ensure and oversee monitoring and evaluation of the ICT division in order to establish its progress and achievement, and thus prepare and disseminate periodic reports appropriately.
- Anticipate business needs and identify and propose ICT products and services to fulfil those needs.
- Manage overall systems control by safeguarding the systems against deliberate efforts to fraudulently abusing it through physical and logical systems security and establishment of security features within the system for control purpose, though network monitoring and management
- Coordinate and provide ICT systems support services and service delivery in the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS

Minimum level of academic qualifications required to perform effectively in the role:

- Bachelors' Degree in IT, Computer Sciences/ Engineering/or related Degree from a recognized institution
- Masters' Degree in IT or Computer Sciences/ Engineering/or related field from a recognized institution

Minimum level of knowledge required for the job:

- Knowledge of relevant legislations
- Knowledge of professional standards
- Human resource management skills

Professional qualification required to effectively perform in the role:

- Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- Member of an ICT professional body.

Soft skills required for the job:

- Communication skills
- Organizational skills
- Leadership skills
- Team building skills



- e) Analytical skills
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years working experience as an ICT Manager or Project Manager in an ICT environment, in a similar position.



ICT Officer – Infrastructure & Network - DCSAICTIN/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT - Infrastructure
Job Title: ICT Officer - Infrastructure	
Reports to: Information and Communication Technology Manager	
Direct Reports: ICT Infrastructure Analysts ICT Infrastructure Technicians	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Officer Infrastructure job exists to plan, direct, and coordinate the design, installation, and connectivity of computer systems and network infrastructure to ensure the stable operation of the organization's IT assets, and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all ICT infrastructure in the hospital, in collaboration with other sections and units' heads and thus contribute to its overall strategic planning. • Design and implement short and long-term strategic plans to make network capacity meet existing and future requirements. • Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use. • Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation. • Establish service level agreements with end users. • Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. • Prepare RFPs, bid proposals, contracts, scope of work reports, and other documentation for IT projects and associated efforts. • Coordinate and contribute to ICT infrastructure projects and other operational needs as required which will involve internal and external contractor support. • Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions. • Negotiate with vendors, outsourcers, and contractors to secure network products and services. • Assess, approve, and administer all equipment, hardware, and software upgrades. 	



- Manage and ensure effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software. Responsible for on-site and off-site data centers.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, and so on.
- Test network performance and provide network performance statistics and reports; develop strategies for maintaining network infrastructure.
- Test server performance and provide network performance statistics and reports; develop strategies for maintaining server infrastructure.
- Oversee the administration of user accounts, permissions, and access rights in AD.
- Develop, configure, maintain, support, and optimize all new and existing network hardware, software, and communication links.
- Responsible for telephone, data center, security systems and other electronic infrastructure
- Manage infrastructure services such as asset management, security systems (Antivirus, Mail & Web filtering), automatic system configuration, deployment, system monitoring and maintenance services.
- Resolve problems reported by end user
- Direct and administrate a contingent of network analysts and technicians, and where necessary, conduct performance reviews and corrective action.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution.

Minimum level of knowledge required for the job:

- a) Knowledge of Enterprise Systems Management
- b) Knowledge of Database Administration
- c) Strong knowledge of ITIL
- d) Knowledge of professional standards
- e) Experience managing and configuring enterprise-wide LANs, WANs, WLANs, VPNs, etc.
- f) Exceptional knowledge of service and application delivery, as well as successful service level agreement accomplishments.
- g) Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core Switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery.
- h) Conversant with programming languages such as Net, PHP.
- i) Experience in interpreting the applicability of local and federal laws/regulations (including data privacy practices and laws) to company operations.
- j) Hands-on experience troubleshooting hardware such as servers, routers, switches, modems, network interface cards, and so on.
- k) Knowledge and understanding of system flow charts, data processing concepts, and telecommunications principles.



1) Experience installing network cabling and telephony systems.
<i>Professional qualification required to effectively perform in the role:</i>
a) Professional certification such as Certified Computer Network Professional (CCNA), CCNP.
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Team building skills d) Leadership skills e) Analytical skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
a) At least three years working experience as an ICT Infrastructure Officer or related field



ICT OFFICER – APPLICATIONS - DCSAICTA/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT Applications/Systems
Job Title: ICT Officer - Applications	
Reports to: Information and Communication Technology Manager	
Direct Reports: <ul style="list-style-type: none"> a) Business Analyst-Clinical/Patient Services b) Business Analyst-Back Office Applications c) Database Administrator 	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Systems/Application Manager job exists to oversee and coordinate the provision of Information and Communication Systems services, solutions and support, and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all ICT systems/Applications services required in the hospital, in collaboration with other sections and units heads and thus contribute to its overall strategic planning. Coordinate the implementation of ICT Systems/Applications services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. Develop application and service strategies and service level agreements, test and deploy plans regularly, in collaboration with business units' heads, and other key stakeholders in the hospital. Perform end to end applications development lifecycle projects and activities including development, testing, implementation and maintenance of ICT systems in the hospital. Perform tuning, balancing, improvement, automation and usability of the existing software and applications in the hospital. Simulate and model software and applications to fit end users in the different business units in order to facilitate quality service delivery in the hospital. Works with system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different sections and units in the hospital. Works with various departments and strategic management department business analysts to develop system requirement specifications (SRS) based on business processes in the hospital. 	



- Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers.
- Keep abreast with the latest enterprise systems development technologies and methodologies and advises the executive appropriately at the hospital.
- Review and promote the appropriate introduction and plan for the implementation of software tool versions that offer new/latest features for effective and efficient service delivery in the hospital.
- Review the existing systems in use by different sections and units in the hospital and propose areas and approaches for improvements.
- Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital.
- Ensure that the ICT Systems Section has all human and non-human resources required to provide ICT systems support services to other sections in the hospital.
- Provide guidance and support for application users to ensure that the business application systems supported by the ICT are maintained to the highest possible standard with maximum levels of attainable productivity and efficiency.
- Maintain and update interfaces and integrations, exports and imports, data extracts, reporting functionalities and ensure their smooth running where required.
- Coordinate and provide ICT systems support services and service delivery in the hospital ensuring that they meet the expected standards and compliance.
- Supervise ICT systems section staff together with their services, to ensure that they offer timely services within the expected standards in the hospital.
- Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes in the ICT systems section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide continuous ICT systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Oversee and coordinate monitoring and evaluation of progress and achievement of the ICT systems section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.
- Analyze data from systems and produce technical and business reports for consumption by departmental managers.
- Proactively manage data quality in some systems
- Set goals for Mean Time to Resolution (MTR) for all support issues, including escalated incidents among different sections and units in the hospital
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution



<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Knowledge of Enterprise Systems Management b) Knowledge of Database Administration c) Strong knowledge of ITIL d) Knowledge of professional standards
<i>Minimum level of professional qualification required to perform effectively in the role:</i>
None
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Leadership skills d) Team building skills e) Analytical skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as an ICT Applications Officer or related field.



ICT OFFICER – SYSTEM ADMIN AND SECURITY - DCSAICTS/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT System Admin and Security
Job Title: ICT Officer - System Admin and Security	
Reports to: Information and Communication Technology Manager	
Direct Reports: ICT System Admin Technicians ICT Security Technicians	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT Officer System Admin and Security job exists to coordinate the provision of ICT system administration, security & information governance services, solutions and support, and advise the hospital executive on the same at KUTRRH, ensuring security and efficiency of IT infrastructure.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Assist in planning for all ICT security and information governance services in the hospital, in collaboration with other sections and units' heads and thus contribute to its overall strategic planning. • Maintain appropriate security measures and mechanisms to guard against unauthorized access to electronically stored and /or transmitted patient data and protect against reasonably anticipated threats and hazards • Set up, maintain and manage accounts and workstations • Oversee and/or assist in performing on-going security monitoring of organization information systems. • Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers. • Coordinate the implementation of ICT security & information governance services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. • Develop ICT application and service strategies and service level agreements, test and deployment plans regularly, in collaboration with business unit's departmental heads, and other key stakeholders in the hospital. • Ensure the exposure of all the management information systems and data information is protected for continuity of operations in the hospital. • Ensure security through access controls, backups and firewalls 	



- Perform tuning, balancing, improvement, automation and usability of the existing software and ICT applications in the hospital.
- Simulate and model software and applications to fit end users in the different business units in order to facilitate timely and quality service delivery in the hospital.
- Work with ICT system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different sections and units in the hospital.
- Work with various departments and strategic management department business analysts to identify system requirement specifications (SRS) based on business processes in the hospital.
- Keep abreast with the latest enterprise systems development technologies and methodologies and advises the executive appropriately at the hospital.
- Review and promote the appropriate introduction and plan for the implementation of software tool versions that offer new/latest features for effective and efficient service delivery in the hospital.
- Review the current systems in use by different sections and units in the hospital and propose areas and approaches for improvements.
- Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital.
- Set goals for Mean Time to Resolution (MTR) for all support issues, including escalated incidents among different sections and units in the hospital.
- Ensure that the ICT systems section has all human and non-human resources required to provide ICT systems support services to other sections in the hospital.
- Coordinate and provide ICT systems support services and service delivery in the hospital and ensure that they meet the expected standards and compliance in the hospital.
- Supervise ICT system administration and system security section staff together with their services, to ensure that they offer timely services within the expected standards in the hospital
- Coordinate and provide continuous staff training and development in the ICT systems section for their effective and efficient performance and productivity in the hospital.
- Ensure and provide continuous ICT systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Coordinate monitoring and evaluation of progress and achievement of the ICT systems section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.
- Assist with implementation of ICT application projects. Provide technical input where required.
- Provide consistent and quality technical and/or hardware services advice for business improvement and compliance with agency rules/standards.
- Ensure compliance through adequate training programs and periodic IT security audits. These audits should be both internal and external in nature.



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution.
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge of Enterprise Systems Management b) Knowledge of Database Administration c) Strong knowledge of ITIL d) Knowledge of professional standards e) Familiarity with various operating systems and platforms f) Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
<i>Minimum level of professional qualification required to perform effectively in the role:</i>
Training in Cyber Security will be an added advantage.
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Team building skills d) Leadership skills e) Analytical skills f) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as an ICT System Admin and Security Officer or related field.



ICT OFFICER – WEB DEVELOPMENT - DCSAICTSWB/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: ICT Website
Job Title: ICT Officer – Web Development	
Reports to: Information and Communication Technology Manager	
Direct Reports: <ol style="list-style-type: none"> Business Analyst-Clinical/Patient Services Business Analyst-Back Office Applications Database Administrator 	
2. PURPOSE OF THE JOB:	
Reporting to the ICT Manager, the ICT - Web Developer job exists to design, develop, implement and maintain the Hospital's Website and other online services and advise the hospital executive on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for all Web Development services and content required in the hospital, in collaboration with other sections and unit heads and thus contribute to its overall strategic planning. Coordinate the implementation of ICT Systems/ Web Applications services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks. Develop application and service strategies and service level agreements, test and deploy plans regularly, in collaboration with business units' heads, and other key stakeholders in the hospital. Perform end to end web-applications development lifecycle projects and activities including development, testing, implementation and maintenance of ICT systems in the hospital. Perform tuning, balancing, improvement, automation and usability of the existing web systems, software and applications in the hospital. Works with various departments and strategic management department business analysts to identify content requirement for publishing Undertake web-application problem analysis and resolution for application problems in conjunction with the users. Keep abreast with the latest web standards and development technologies and methodologies and advises the executive appropriately at the hospital. Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital. 	



- Ensure that the Website has information and resources required to offer effective communication.
- Provide guidance and support for web users to ensure that the website is maintained to the highest possible standard with maximum levels of attainable security and efficiency.
- Maintain and update interfaces and integrations, exports and imports, data extracts, reporting functionalities and ensure their smooth running where required.
- Ensure and provide continuous Web systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors' Degree in IT or Computer Science / Engineering from a recognized institution.

Minimum level of knowledge required for the job:

- a) Knowledge of CMSs, and PHP, JavaScript, HTML and other related programming languages.
- b) Knowledge of Database Administration, web-hosting and cloud services.
- c) Knowledge of Version Control Platforms.
- d) Knowledge of professional standards and best practices.

Minimum level of professional qualification required to perform effectively in the role:

Training in Cyber Security will be an added advantage.

Soft skills required for the job:

- a) Communication skills
- b) Organizational skills
- c) Leadership skills
- d) Team building skills
- e) Analytical skills
- f) Ability to work under pressure
- g) Must pass the integrity test as required by Chapter 6 of the Constitution of Kenya

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as an ICT - Website/ Applications Officer or a related position



CCVT CAMERA MONITOR - DCSACCTV/KUTRRH/12

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Security Services
Job Title: CCTV Camera Monitor	
Reports to: Information and Communication Technology Manager	
2. PURPOSE OF THE JOB:	
Reporting to the Security Officer-Operations, the CCTV and Alarms Monitor job exists to operate and monitor the CCTV cameras and alarm system in accordance with the security policies, procedures and protocols at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Man and monitor CCTV cameras and security alarms in order to ensure that they are always working properly in order to provide security and safety in the hospital. Man and monitor CCTV cameras in order to monitor the movement and activities of people and goods into, within and outside of the hospital. Identify and monitor the movement of suspicious-looking persons, abandoned goods and suspicious objects, and report the same to security guards and the security officers in order for them to be tracked and prevent crime in the hospital. Monitor, control and report, to the security officer and guards, movement of unauthorized persons to restricted areas of the hospital. Monitor conduct of persons in sensitive areas such as cash offices, stores, pharmacy, car parks and garage, and report the same to Security Officers in order to control theft, misuse, damage and corruption in the hospital. Read recorded CCTV data and write daily reports on activities and irregularities, such as equipment or property damage, theft, entry and presence of unauthorized persons to restricted areas and other, or unusual occurrences in the hospital. Read and interpret security alarms, locations and raise emergency response alerts to the police, fire brigade, ambulance etc., in order to respond to such emergencies in the hospital. Respond to emergency calls such as ambulance and fire and notify the respective persons accordingly for fast response within and without the hospital. 	



<ul style="list-style-type: none"> • Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering in the hospital. • Provide recorded data to authorized persons for security processing, reporting and other uses in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in IT / Security Studies or related field from a recognized institution
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge of Basic Networking.
b) Knowledge of professional standards and best practices.
<i>Minimum level of professional qualification required to perform effectively in the role:</i>
None
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Ability to manage crisis f) Keen and detail oriented g) Calm in times of emergency h) Ability to work under pressure i) Ability to work odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years' working experience as a CCVT Monitor or Security Surveillance Officer in a reputable organization.



TRANSPORT MANAGER - DCSATM/KUTRRH/8

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Transport Services
Job Title: Transport Manager	
Reports to: Deputy Director- Finance and Administrative Services	
Direct Reports: a) Assistant Transport Manager	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Finance and Administrative Services, the Transport Manager job exists to oversee and coordinate the transport function and services at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Plan for human and non-human resource required in the transport unit of the hospital. Ensure and facilitate the acquisition and maintenance of automotive in collaboration with the procurement section of the hospital. Ensure that all automotive are well services and fitted with all the required licenses and thus meet all the statutory requirements. Ensure availability and supply of sufficient commodities and materials needed in the transport unit, in collaboration with the procurement section of the hospital. Manage and supervise staff together with their work in the transport unit of the hospital. Ensure efficient use of all resources allocated to the transport unit of the hospital. Oversee and ensure preparation of periodic work plans for the transport unit of the hospital and ensure that they are appropriately implemented in the hospital. Ensure that the transport unit provides quality, sufficient and timely transportation services in the hospital. Participate in the recruitment and disciplinary action of the transport unit staff in collaboration with Human Resource Management unit of the hospital. Ensure reliable and safe transport services provision by well trained and motivated drivers and mechanics in the hospital. Ensure continuous training and development of transport staff in the hospital in collaboration with human resource management unit of the hospital. 	



<ul style="list-style-type: none"> • Monitor and evaluate the progress, performance and productivity of the transport unit for continuous provision of timely quality, safe and sufficient transportation services in the hospital, and disseminate the reports appropriately.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Automotive / Mechanical Engineering, or Business Management, or Social Sciences from a recognized institution.
<i>Professional qualification required to perform effectively in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Communication skills b) Leadership skills c) Organizational skills d) Observation skills e) Analytical skills f) Problem solving skills d) Team building skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' working experience as a Transport Manager in a similar level organization charge of Transport.



ASSISTANT TRANSPORT MANAGER - DCSAATM/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Transport Services
Job Title: Assistant Transport Manager	
Reports to: Transport Manager	
Direct Reports: a) Drivers	
2. PURPOSE OF THE JOB	
Reporting to the Transport Manager, the Assistant Transport Manager job exists to ensure drivers are properly oriented, evaluated & trained at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Assist with the on-boarding and drivers within the hospital. Ensure that all automotive are well serviced and fitted with all the required licenses. Assist the Transport Manager with ongoing orientation, training and evaluation to the drivers and report any concerns to the Transport Manager Educate and ensure drivers are aware of transport procedures pertinent to their roles. Report areas of concern and non-compliance to the Transport Manager. Perform ongoing evaluation of route efficiencies, develop strategies for improvement and report suggested changes to the Transport Manager. Prepare fleet reports as required by the Transport Manager. Keep a schedule of due service dates for the fleet. Ensure all vehicles have valid comprehensive insurance covers all the time. Brief & liaise with drivers on a daily basis. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Certificate in Automotive / Mechanical Engineering, or Business Management, or Social Sciences from a recognized institution	
<i>Professional qualification required to perform effectively in the role:</i>	
Drivers License	



Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Organizational skills
- d) Observation skills
- e) Analytical skills
- f) Problem solving skills
- e) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience in a Transport supervisory role in reputable organization.



DRIVER – (DCSAD/KUTRRH/12)

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Transport Services
Job Title: Driver	
Reports to: Assistant Transport Manager	
2. PURPOSE OF THE JOB	
Reporting to the Assistant Transport Manager, the Driver job exists to drive hospital vehicles, primarily to deliver or pick up hospital staff and/or merchandise at the Kenyatta University Teaching Research and Referral Hospital.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Provide transportation services as needed to move persons and goods within and without the hospital. Ensure that motor vehicles are well maintained and that they have all the required documentation and papers, and accessories. Verify the contents of inventory loads against delivery notes while being loaded and offloaded from the vehicles within and without the hospital. Drive vehicles to transport materials to and from specified destinations, as designated by the fleet supervisor of the hospital. Drive staff buses and other official cars to pick or deliver hospital staff to or from different destinations as required outside of the hospital. Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations in the hospital. Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition. Provide custody to hospital vehicles and their load while outside of the hospital. Report any motor vehicles mechanical problems and other faults tot the fleet supervisor and forward them for repairs and maintenance by the maintenance unit of the hospital. Perform minor repairs on hospital vehicles, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs. Report delays, accidents, or other traffic and transportation situations to the transport supervisor for the appropriate action within and without the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



- a) KCSE Certificate D+(plus)
- b) Valid driving license ABCE minimum.

Professional qualification required to effectively perform in the role:

- a) Public Service Vehicle Drivers' License
- b) Certificate of good conduct from the National Police Service
- c) Certification of driving by a professional body (AA of Kenya etc.)

Minimum level of knowledge required for the job:

- a) Knowledge of relevant legislations
- b) Knowledge of safety procedures and processes
- c) Training in defensive driving
- d) First Aid Skills from a recognized body

Soft skills required for the job:

- a) Communication skills
- b) Observation skills
- c) Team player
- d) Ability to work under pressure
- e) Ability to work odd hours and days
- f) Available to travel anywhere at any time

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Driver in a reputable organization.



SECURITY MANAGER (DCSASM/KUTRRH/10)

1 BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Security Services
Job Title: Security Manager	
Reports to: Deputy Director Administration	
Direct Reports: a) Security Officers - Operations b) Security Officers - Investigations	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director Administration, the Security Manager job exists and is responsible for the coordination of security function and operation ensuring that security infrastructure facilities and staff are in place in order to provide security services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Plan for human and non-human resources for the security function of the hospital.• Ensure sufficient supply of commodities such as CCTV cameras, alarms, patrol dogs etc, needed in the security function of the hospital.• Ensure that CCTV cameras and alarms are well installed and properly functioning in the designated areas of the hospital.• Manage and supervise staff such as security officers, security guards and alarms and CCTV monitors.• Participate in budgeting and management of resources needed at and allocated to the security unit of the hospital.• Participate in the tendering process for security firms to be contracted to provide security services in the hospital.• Oversee and ensure preparation of periodic work plans for the security unit and ensure that they are appropriately implemented in the hospital.• Ensure that the security unit provides quality, sufficient and timely security services to patients and staff in the hospital.• Participate in the recruitment and disciplinary action of staff in the security unit in collaboration with Human Resource Management unit of the hospital.• Ensure and facilitate acquisition and maintenance of security appliances and machines and facilities of the hospital.• Ensure proper security and safety services by providing training and development of security staff in the hospital.	



- Ensuring that all security vulnerable areas and points of the hospital are properly and sufficiently manned at all times in the hospital.
- Ensure reporting, documenting and investigation of all security incidences, criminal activities, and presentation of reports and the appropriate action in the hospital.
- Work with the law enforcement agencies of the state to handle crime and suspected criminal activities and incidences occurring or reported, and respond to the same whenever they occur in the hospital.
- Work in collaboration with the emergency response agencies such as fire and other disasters for effective disaster response and management in the hospital.
- Ensure continuous training and development of security staff in the hospital in collaboration with human resource management unit of the hospital.
- Advise the management and other stakeholder concerning escalating security concerns, threats and incidences in the hospital.
- Monitor and evaluate the progress, performance and productivity of the security unit of the hospital in order to ensure continuous provision of timely quality and sufficient security services in the hospital, and disseminate the reports appropriately

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Must be a former or serving Inspector in the National Police Service or a Lieutenant in Kenya Defense Forces.
- Diploma in Security or Business Management, or Social Sciences from a recognized institution

Professional qualifications required to effectively perform in the role:

Certificate of good conduct from the National Police Service

Minimum level of knowledge required for the job:

- Computer literate
- Investigation skills
- Knowledge of relevant legislations
- Knowledge of professional standards

Soft skills required for the job:

- Communication skills
- Leadership skills
- Organizational skills
- Observation skills
- Security sensitive
- Analytical skills
- Team building skills
- Problems solving skills
- Ability to manage crisis
- Ability to work under pressure



5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least seven years' working experience as a Security Manager, or in the National Police Service or KDF with experience in security management.



DEPUTY SECURITY MANAGER (DCSADSM/KUTRRH/11)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Security Services
Job Title: Deputy Security Manager	
Reports to: Security Manager	
2. PURPOSE OF THE JOB	
Reporting to Security Manager, the Deputy Security Manager job exists and is responsible for assisting with coordination of security function and ensuring that security staff are in place in order to provide security services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Assist in ensuring sufficient supply of commodities such as CCTV cameras, alarms, patrol dogs, etc., needed in the security function of the hospital. Ensure that CCTV cameras and alarms are well installed and properly functioning in the designated areas of the hospital. Assist with supervising staff such as security officers, security guards and alarms and CCTV monitors, together with their work the hospital. Participate in the tendering process for security firms to be contracted to provide security services in the hospital. Ensure that the security unit provides quality, sufficient and timely security services to patients and staff in the hospital. Take part in the recruitment and disciplinary action of staff in the security unit in collaboration with Human Resource Management unit of the hospital. Assist with the facilitation of acquisition and maintenance of security appliances and machines and facilities of the hospital. Ensure proper security and safety services by providing training and development of security staff in the hospital. Assist with ensuring that all security vulnerable areas and points of the hospital are properly and sufficiently manned at all times in the hospital. Ensure reporting, documenting and investigation of all security incidences, criminal activities, and presentation of reports and the appropriate action in the hospital. Work in collaboration with the emergency response agencies such as fire and other disasters for effective disaster response and management in the hospital. Assist in ensuring continuous training and development of security staff in the hospital in collaboration with human resource management unit of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Must be a former or serving Inspector in the National Police Service or a Lieutenant in Kenya Defense Forces. b) Diploma in Security or Business Management, or Social Sciences from a recognized institution
<i>Professional qualifications required to effectively perform in the role:</i>
Certificate of good conduct from the National Police Service
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Investigation skills c) Knowledge of relevant legislations d) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> • Communication skills • Leadership skills • Organizational skills • Observation skills • Security sensitive • Analytical skills • Team building skills • Problems solving skills • Ability to manage crisis • Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' working experience in a Senior security role



SECURITY OFFICER – OPERATIONS (DCSASSO/KUTRRH/12)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Security Services
Job Title: Security Officer – Operations	
Reports to: Security Manager	
Direct Reports: a) Security Guard Supervisor b) CCTV /Alarms Monitor	
2. PURPOSE OF THE JOB	
Reporting to the Security Manager, the Security Officer - Operations job exists to coordinate day-to-day security services to patients, staff and property at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Ensure full time implementation of security and safety policies, procedures and processes in the hospital.• Identify all security vulnerable areas and points such as entry points, parking lots, public areas, cash offices are installed with properly working CCTV cameras in the hospital.• Ensure that all security prone areas of the hospital are installed with functioning and fully monitored CCTV cameras.• Ensure that the hospital is appropriately fitted with properly working security alarms and that security alarm response is well prepared for and responded to in the hospital.• Makes work-plans and shift schedules and allocate work to all security guards for secure and safe environment in the hospital.• Induct all outsourced security guards into the hospital's security policies, procedures, processes and protocols for effective and efficient security services in the hospital.• Train all hospital staff and other stakeholders on security matters and disaster preparedness and response and evaluate the same by conducting occasional security drills in the hospital.• Ensure that all entry points into the hospital, perimeter walls, parking lots and other public areas are always manned by security guards in order to ensure full time security in the hospital.• Coordinate the operations of security guards and CCTV cameras and alarms monitors to ensure security and safety for all persona and property in the hospital.• Ensure that security alarms are installed at different points in the hospital and that they are always functioning properly.	



<ul style="list-style-type: none"> Respond to security emergencies, security scares, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures and immediately report the same to government security agencies and other emergency response agencies in the hospital. Arrest and interrogate criminals, suspected persons, suspicious-looking persons in the hospital and if there are grounds for further interrogation or prosecution forward them to the police. Prevent crime in the hospital by securing people and property within it and controlling unnecessary movement, transactions and access in the hospital. Conduct occasional security drills among security staff, hospital staff, patients and other guests in order to assess the preparedness for security threats and response in the hospital. Receive and process security issues and complaints together with the hospital security team within the framework of policies, procedures, processes and protocols of the hospital. Analyze security operations to identify and assess potential security risks to mitigate potential threats and consequences of incidents and develop a plan to respond to such incidents in the hospital. Monitor and evaluate the implementation of security practices in the hospital in order to ensure compliance with its security policies, procedures and process and other security standards. Prepare reports on security operations and status in the hospital and present it to the appropriate stakeholders in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma or Certificate in Security Management, Criminology or its Equivalent from a recognized institution b) Must have previous National Police Service or Kenya Defense Forces training.
<i>Professional qualification required to effectively perform in the role:</i>
Certificate of good conduct from the National Police Service
<i>Minimum level of knowledge required for the job:</i>
a) Computer literacy b) Investigation skills c) Knowledge of organizational security risks and response d) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Security sensitive d) Observation skills e) Analytical skills f) Problem solving skills g) Ability to manage crisis h) Ability to work under pressure



i) Ability to work odd hours and odd days

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years' working experience as a Security Officer-Operations in a similar level organization.



CATERING MANAGER (DCSACM/KUTRRH/ 10)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title Catering Manager	
Reports to: Hospitality Manager	
Direct Reports: a) Kitchen Supervisor	
2. PURPOSE OF THE JOB	
Reporting to the Hospitality Manager, the Catering Manager job exists to plan, organize and develop the food and beverage services, while meeting client expectations, food and hygiene standards, financial targets and to support the overall functions at the KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Oversee the management of catering staff, facilities and services in the hospital. • Ensure the quality and sufficiency of food and beverage preparation and provision services in the hospital. • Ensure proper storage of foodstuff in the kitchen store in order to retain their quality and nutritional values and thus meet patients' nutrition and dietary needs in the hospital. • Prepare and plan procurement list for all kitchen supplies such as foodstuffs, utensils and other materials for use in the catering services of the hospital. • Supervise catering and waiting staff together to ensure quality catering services in the hospital. • Plan hospital food and beverage menus in consultation with the Nutritionist, chefs and cooks, according to patients' dietary needs in the hospital. • Supervise food preparation contents, procedures and process in order to ensure that they meet the required standards of hygiene and nutrition for patients in the hospital. • Plan and ensure recruitment and training of kitchen staff in collaboration with the kitchen and serving supervisors of the hospital. • Ensure public health and sanitation, and safety regulations are strictly observed in order to control disease outbreak through food contamination in the hospital. • Monitor the quantity and quality of service provided by undertaking regular spot checks in the kitchen and other food handling areas of the hospital. • Ensure maintenance of food stock levels and order new supplies as required in the kitchen and other catering areas of the hospital. • Liaise with suppliers to ensure quality and timely kitchen supplies delivery in the hospital. 	



- Participate in contracting for kitchen suppliers assessing their requirements and ensuring they are satisfied with the service delivered (in contract catering) in the hospital.
- Ensuring compliance with all fire, licensing, and employment regulations in the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Catering, Hotel Management or an equivalent qualification from a recognized institution
- Higher Diploma in Catering, Hotel Management or other Hospitality Services from a recognized institution
- Bachelor's Degree in Hospitality, Hotel Management or Food and Beverages Science from a recognized institution will be an added advantage

Professional qualification required to effectively perform in the role:

Medical Fitness Certificate from Public Health Office

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of the relevant legislations
- Knowledge of professional standards

Soft skills required for the job:

- Communication skills
- organizational skills
- Leadership skills
- Team building skills
- Supervisory skills
- Observation skills
- Analytical skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Catering Manager in a reputable institution.



CHEF (DCSACF/KUTRRH/13)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title Chef	
Reports to: Kitchen Supervisor	
Direct Reports: a) Cook b) Chargehand Kitchen	
2. PURPOSE OF THE JOB	
Reporting to the Kitchen Supervisor, the Chef job exists to coordinate operations in the hospital kitchen, ensuring that foods and beverages are prepared according to the menu and within the expected standards of quantity and quality at KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Determine how food and beverages should be prepared, displayed and presented in the kitchen of the hospital. Prepare food and beverage production schedules in accordance with the hospital menu and dietary needs of patients in the hospital. Supervise food preparation and production and service in the kitchen so as to ensure maintenance of its quality and nutrition value in the hospital. Supervise kitchen staff in order to ensure that they are clean and hygiene and that their services meet the expected standards of cleanliness and hygiene. Ensure that the kitchen, all its precincts and facilities are clean and hygiene and that are operating within the expected standards of public health and sanitation and safety in the hospital. Estimate and requisition daily proportions, amounts and rations of cooking supplies required to prepare foods and beverages according to daily menus in the hospital Inspect supplies, equipment, and work areas to ensure conformance to established standards in the kitchen of the hospital. Instruct cooks and chargehands in the preparation, cooking, garnishing, and presentation of food in the kitchen of the hospital. . Monitor sanitation practices to ensure that other staff follow hygiene standards and regulations in the kitchen of the hospital. Check the quality of raw or cooked food products to ensure that quality food standards are met in the kitchen of the hospital. Instruct cooks and chargehands in the preparation, cooking, garnishing, or presentation of food in the kitchen of the hospital. Determine production schedules and staff requirements necessary to ensure timely delivery of services in the kitchen of the hospital. 	



<ul style="list-style-type: none"> • Collaborate with the Kitchen Supervisor and Nutritionist in planning and developing menus, taking into account such factors as patient health and dietary needs, seasonal availability of ingredients for the hospital • Arrange for kitchen equipment purchases or repairs for continued food and beverage service delivery in the hospital. • Prepare daily reports for material consumption in the kitchen of the hospital and present it to the kitchen supervisor accordingly in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
Diploma in Catering or Food and Beverage production or an equivalent qualification from a recognized institution.
<i>Professional qualification required to effectively perform in the role:</i>
Medical Fitness Certificate from Public Health Office
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge in proper hygiene and sanitization regulations b) Knowledge of basic nutrition and dietetics
<i>Soft skills required for the job:</i>
a) Communication skills b) Organizational skills c) Leadership skills d) Team building skills e) Observation skills f) Analytical skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as a Head Cook/Chef in a similar level organization



COOK (DCSACK/KUTRRH/14)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title Cook	
Reports to: Chef	
2. PURPOSE OF THE JOB	
Reporting to the Chef, the Cook job exists to prepare and produce foods and beverages in in the kitchen for patients and staff in the hospital, maintain cleanliness and orderliness at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Prepare foodstuffs for cooking, which include weighing rations, sorting, washing, chopping soaking in the kitchen of the hospital. • Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served to patients in the hospital. • Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation in the kitchen of the hospital. • Apportion food for transportation and serving by the porters and servers to inpatients and staff in the hospital. • Direct the activities of kitchen chargehands who assist in preparing and assist in taking care of the kitchen of the hospital. • Wash cooking pots, source pans, apportioning and serving dishes, utensils, and other cooking equipment in the kitchen of the hospital. • Compile and maintain records of foodstuffs and other materials and equipment used in the kitchen of the hospital. • Orient newly employed staff to operations, procedures and processes in the kitchen of the hospital. • Monitor use of kitchen commodities such as sources of energy, water and other non-food consumables to ensure their steady availability for continuous operations the kitchen of the hospital. • Requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs in the kitchen of the hospital 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Certificate qualification in food production or hospitality or other related field b) KCSE Certificate with at least Mean grade D+	



<i>Professional qualification required to effectively perform in the role:</i>
Medical Fitness Certificate from Public Health Office
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge of hospital hospitality operations b) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Knowledge of hospital hospitality operations b) Knowledge of professional standards
5. Relevant work experience required:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Cook in a similar institution



FOOD PORTER - DCSAPT/KUTRRH/14

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching Referral and Research Hospital	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title: Food Porter	
Reports to: Serving Supervisor	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Serving Supervisor, the Food Porter job exists to move foods and beverages, and serving and table utensils around and about eating areas at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Ensure that all food porting and food serving equipment and utensils are clean in, condition and ready for use before food and beverage serving in the hospital. • Examine food trays to ensure that they contain foods required by different patients and staff in the hospital. • Place food servings on plates or trays according to orders or instructions in the different eating areas of the hospital. • Distribute and deliver foods and beverages to the correct patients according to the guidelines, such as those for special diets, are followed in the hospital. • Load trays with all the required equipment and stuffs such as eating utensils, napkins, or condiments in the hospital. • Remove trays, used dishes and other used or unused materials and return to kitchen after meals have been served and eaten in the hospital. • Clean food trolleys and other food porting materials and utensils in order to ensure cleanliness and adherence to hygiene and sanitation standards of the hospital. • Report to the serving supervisor of any broken and dysfunctional food service equipment for repairs and or replacement within the hospital. • Dispose used and unused foods and beverages in the designated trashcans and dustbins for proper disposal according to public health and sanitation procedures and policies of the hospital 	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
KCSE Certificate with Mean Grade D+	
<i>Minimum level of knowledge required for the job:</i>	
a) Knowledge of hospital hospitality operational procedures b) Knowledge of operational standards.	
<i>Professional qualifications required to effectively perform in the role:</i>	



Medical fitness certificate from the Public Health Office

Soft skills required for the job:

- a) Communication skills
- b) Team player
- c) Observation skills
- d) Compassionate
- e) Physical strength
- f) Ability to work odd hours
- g) Ability to work under pressure

4. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Food Porter or Waiter/Waitress



KITCHEN STEWARD (DCSAKS/KUTRRH/13)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title: Kitchen Steward	
Reports to: Hospital Cateresses	
Direct Reports: a) Kitchen Storekeeper b) Head Cook/Chief Chef	
2. PURPOSE OF THE JOB	
Reporting to the Hospital Cateress, the Kitchen Steward job exists to coordinate operations in the hospital kitchen in order to ensure sufficient and quality food and beverage preparation and proper hygiene standards at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Manage kitchen facilities and food stuffs by ensuring their sufficiency and good condition in the hospital. Ensure proper hygiene and sanitation in the kitchen storage, food preparation and handling and distribution facilities in the hospital. Ensure sufficient and quality foodstuffs in the kitchen store for continuous operations and provision of foods and beverages in the hospital. Ensure sufficient and quality food and beverage prepared and served kitchen of the in the hospital. Supervise kitchen staff, together with their work in order to ensure quality services and food products in the hospital. Plan hospital menus in consultation with hospital cateress, nutritionist and chief chefs and cooks according to the dietary needs of patients in the hospital. Prepare work plans and work schedules and allocate work to kitchen staff for continuous food preparation and production in the hospital. Ensure that health, sanitation and safety regulations are strictly observed in the kitchen in order to avoid food contamination and disease outbreak in the hospital. Ensure sufficiency and quality food and beverage production and service in the kitchen of the hospital. Maintain food stock levels in the kitchen store and prepare orders for procurement and supplies as required in the kitchen of the hospital. Supervise suppliers' deliveries to ensure quality and timely kitchen supplies delivery in the hospital Ensuring compliance with all fire, licensing, and employment regulations in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Catering, Hotel Management or other Hospitality Services from a recognized institution, and Higher
<i>Professional qualification required to effectively perform in the role:</i>
Medical Fitness certificate from Public Health Office
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of the relevant legislations c) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Communication skills b) Leadership skills c) Team building skills d) Supervisory skills e) Observation skills f) Analytical skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Kitchen Supervisor in a reputable institution



RESTAURANT STEWARD (DCSARS/KUTRRH/13)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title: Restaurant Steward	
Reports to: Hospital Cateress	
Direct Reports: a) Kitchen Steward	
2. PURPOSE OF THE JOB	
Reporting to the Hospital Cateress, the Restaurant Steward job exists to ensure that the restaurant is properly cleaned and proper hygiene standards are met at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Manage kitchen facilities and food stuffs by ensuring their sufficiency and good condition in the hospital. Facilitate training to all employees for appropriate utilization of tools and equipment's. Perform operations of dishwashing equipment in a safe and clean manner with respect to food safety procedures. Ensure sufficient and quality foodstuffs in the kitchen store for continuous operations and provision of foods and beverages in the hospital. Ensure sufficient and quality food and beverage prepared and served kitchen of the in the hospital. Storing and requisitioning of all required materials and managing its clean and safe stock inventories. Maintain food stock levels in the kitchen store and prepare orders for procurement and supplies as required in the kitchen of the hospital. Ensuring compliance with all fire, licensing, and employment regulations in the hospital. Responsible for safeguarding all equipment and materials required for operation, by adhering to proper handling procedures Clean tables in assigned station throughout service. Complies with sequence of service for beverage to ensure timeliness of service to guests in assigned station Assist Waiters and Assistant Waiters with stocking, cleaning and maintaining waiter stations throughout service. Ensures that the restaurants are properly cleaned at the end of each meal period, according to the cleaning schedules 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Hotel Management or other Hospitality Services from a recognized institution
<i>Professional qualification required to effectively perform in the role:</i>
Professional course in a public health related field
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of the relevant legislations c) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Communication skills b) Leadership skills c) Team building skills d) Supervisory skills e) Observation skills f) Mechanical Skills
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Restaurant Steward in a reputable hospital.



WAITERS/WAITRESSES (DCSAW/KUTRRH/14)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title: Waiter/Waitress	
Reports to: Serving Supervisor	
2. PURPOSE OF THE JOB	
Reporting to the Serving Supervisor, the Waiter/Waitress job exists to take orders from patients and serve them with food and beverages according to their nutritional and dietary needs at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Take food and beverage orders for patients from Nursing Officers in-charge of Wards, and direct the same to the Serving Supervisor in the hospital. Provide waiting services and ensure that all the wards and other eating areas are served appropriately with foods and beverages in the hospital. Liaise with Food Porters to ensure that foods and beverages are distributed to the wards and other eating areas in time for serving to patients and staff in the hospital. Distribute foods and beverages to patients according to their orders based on their nutritional and dietary needs, and staff in the different areas of the hospital. Check with patients to ensure that they eat their meals and take any corrective actions to any arising challenges with the same in the hospital. Clean the dining areas or equipment and the patients if necessary, removing any used materials from the beds and tables of patients in the hospital. Take note of any food and beverage, or serving concerns from patients and redirect it to the Serving Supervisor for redress in the hospital. Provide to patients and staff other necessary materials such as seasoning salt, water, extra utensils and table clothes in the dining wards and areas of the hospital. Collect all used and unused utensils and other serving and waiting materials from the eating areas and load them on trollies to be returned to the kitchen of the hospital. Collect and dispose all used and unused materials in dustbins and trashcans according to the public health and sanitation policies, procedures and processes in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Certificate in Hospitality related course from a reputable institution.	
<i>Professional qualifications required to effectively perform in the role:</i>	



Medical fitness certificate from the Public Health Office.
<i>Minimum level of knowledge required for the job:</i>
a) Knowledge of hospital hospitality operations b) Knowledge of professional standards
<i>Soft skills required for the job:</i>
a) Communication skills b) Team player c) Observation skills d) Compassionate e) Ability to work under pressure f) Ability to work in odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least one year working experience as a Waiter/Waitress in a reputable institution.



SENIOR HOSPITAL ELECTRICAL/ELECTRONICS TECHNICIAN (DCSASE/KUTRRH/11)

1. BACKGROUND INFORMATION

Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)

Department: Biomedical Engineering Department	Section/Unit: Biomedical Engineering
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Job Title: Senior Hospital Electrical/Electronics Technician

Reports to: Senior Hospital Electrical Engineer

2. PURPOSE OF THE JOB:

Reporting to the Hospital Electrical Engineer, Senior Electrical/Electronics Technician, job exists to provide all general electrical and electronics installation, repair and maintenance works at KUTRRH

3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:

- Review electrical plans and specifications in building in order to understand the construction layout and related materials for electrical and electronics works in the hospital.
- Ensure all electrical installation, repairs and maintenance meet the requirements of the appropriate codes and environmental safety and protection requirements in the hospital.
- Implement all electrical and electronics systems and equipment installation, modification, repair and maintenance assignments by the Electrical Engineer on buildings and structure in the hospital.
- Change, repair and modify hospital building electrical systems, wiring, fittings and appliances to suit end user interests in the hospital.
- Identify and requisition the required tools, equipment and materials needed for use in electrical and electronics works in the hospital.
- Connect, disconnect and change electrical routing and wiring and settings of electrical appliances and electronics as required by end users in the hospital.
- Perform scheduled general maintenance service on electrical wiring, systems and equipment and appliances in the hospital.
- Implement all electrical and electronics installation, maintenance and user requirements as specified by the manufacturer of systems and fixtures are met in the hospital
- Implement installations, repairs and maintenance of electricity systems and appliances, and transmission are properly adjusted, aligned, supported and graded in the hospital.
- Undertake repairs, performance verification testing, acceptance testing, planned preventative maintenance and electrical safety testing on a wide variety of medical devices in the hospital.
- Train other staff in use of electric medical equipment and devices, keeping training records for their appropriate use, safety and maintenance in the hospital.
- Report to the Hospital Electrical Engineer of “out of condition” electronics and electrical appliances for their requisition and replacement in the hospital.



- Work in collaboration with the biomedical staff to service and maintain electrical medical equipment in the hospital.
- Work with the boiler operators in maintaining all electrical and electronic heating and cooling appliances and systems in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Electrical and Electronics with three-year experience or any other relevant field from recognized institution Engineering or its equivalent from a reputable institution
- Higher Diploma in Electrical and Electronics or

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of operating procedures
- Knowledge of relevant professional standards

Professional qualification required to perform effectively in the role:

Registration with relevant professional body

Soft skills required for the job:

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills
- Team player
- Ability to work in odd hours and Holidays

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years working experience as an Electrical/Electronics Technician in reputable organization



HOSPITAL ELECTRICAL/ELECTRONICS TECHNICIAN – (DCSAE/KUTRRH/12)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Biomedical Engineering Department	Section/Unit: Biomedical Engineering
Job Title: Hospital Electrical/Electronics Technician	
Reports to: Senior Hospital Electrical Technician	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Hospital Electrical/Electronics Technician, the Electrical/Electronics Technician, job exists to provide all general electrical and electronics installation, repair and maintenance works at KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Review electrical plans and specifications in building in order to understand the construction layout and related materials for electrical and electronics works in the hospital. • Ensure all electrical installation, repairs and maintenance meet the requirements of the appropriate codes and environmental safety and protection requirements in the hospital. • Implement all electrical and electronics systems and equipment installation, modification, repair and maintenance assignments by the Electrical Engineer on buildings and structure in the hospital. • Change, repair and modify hospital building electrical systems, wiring, fittings and appliances to suit end user interests in the hospital. • Identify and requisition the required tools, equipment and materials needed for use in electrical and electronics works in the hospital. • Connect, disconnect and change electrical routing and wiring and settings of electrical appliances and electronics as required by end users in the hospital. • Perform scheduled general maintenance service on electrical wiring, systems and equipment and appliances in the hospital. • Implement all electrical and electronics installation, maintenance and user requirements as specified by the manufacturer of systems and fixtures are met in the hospital • Implement installations, repairs and maintenance of electricity systems and appliances, and transmission are properly adjusted, aligned, supported and graded in the hospital. • Undertake repairs, performance verification testing, acceptance testing, planned preventative maintenance and electrical safety testing on a wide variety of medical devices in the hospital. • Train other staff in use of electric medical equipment and devices, keeping training records for their appropriate use, safety and maintenance in the hospital. 	



- Report to the Hospital Electrical Engineer of “out of condition” electronics and electrical appliances for their requisition and replacement in the hospital.
- Work in collaboration with the biomedical staff to service and maintain electrical medical equipment in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Electrical and Electronics or
- Certificate in Electrical and Electronics or any other relevant field from recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of operating procedures
- Knowledge of relevant professional standards

Professional qualification required to perform effectively in the role:

Registration with relevant professional body

Soft skills required for the job:

- Communication skills
- Organizational skills
- Observation skills
- Analytical skills
- Team player
- Ability to work in odd hours and Holidays

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as an Electrical/Electronics Technician in reputable organization



BUILDING TECHNICIAN – PLUMBER (DCSAP/KUTRRH/14)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Mechanical Engineering
Job Title: Building Technician - Plumber	
Reports to: Hospital Mechanical Engineer	
2. PURPOSE OF THE JOB:	
Reporting to the Mechanical Engineer, the Building Technician-Plumber job exists to provide all plumbing construction, repair, modification and maintenance works at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<p>Review building plans and specifications to determine the construction layout and related materials for plumbing works in the hospital.</p> <p>Ensure all installation, repairs and maintenance meet the requirements of the appropriate codes and environmental protection requirements in the hospital.</p> <p>Implement all plumbing construction, modification, repair and maintenance assignments by the Mechanical Engineer on buildings and structure in the hospital.</p> <p>Change, repair and modify hospital buildings' water, sanitation, heating and cooling storage and piping systems, fittings and appliances to suit end user interests in the hospital.</p> <p>Identify and requisition the required tools, equipment and materials needed for use in plumbing works in the hospital.</p> <p>Locate, identify and mark all points, positions for repairs, reinforcement, connections, modifications and fixtures in the fluid's storage and transmissions in the hospital.</p> <p>Perform scheduled general repairs and maintenance service on fluids storage and transmission systems and fixtures in the hospital.</p> <p>Ensure that all installation, maintenance and user requirements as specified by the manufacturer of systems and fixtures are met in the hospital.</p>	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
<ul style="list-style-type: none"> Diploma in Building/Construction Technology in Plumbing or its equivalent from a recognized institution Government Trade Test certifications 	
<i>Professional qualification required to effectively perform in the role:</i>	



None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Ability to operate plumbing machines and tools b) Knowledge of relevant legislation c) Knowledge of relevant professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Aesthetic sense e) Problem solving skills f) Ability to work on odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as a Building Technician-Plumber in reputable organization



CARPENTERS (DCSAC/KUTRRH/14)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: None
Job Title: Carpenter	
Reports to: Maintenance Manager	
2. PURPOSE OF THE JOB	
Reporting to the Maintenance Manager the Carpenter job exists to contribute to the repair and maintenance of furniture, carpentry and timber related items at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Carrying out all repair works on furniture, doors, windows and any wooden material belonging to the hospital. • Handling maintenance requests as assigned by supervisors • Responsible for ensuring that any carpentry works are attended to as soon as they are reported. • Carry out periodic surveys as a check to ensure that broken furniture in the hospital are repaired as soon as possible to mitigate against risk. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) KCSE Certificate. b) Government Trade Test c) Carpentry apprenticeship program	
<i>Professional qualifications required to effectively perform in the role:</i>	
None	
<i>Minimum level of knowledge required for the job:</i>	
a) Knowledge of carpentry and proficiency in carpentry works	
<i>Soft skills required for the Job:</i>	
a) Communication skills b) Observation skills c) Analytical skill d) Ability to work under pressure	



e) Ability to work odd hours and days

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Carpenter a reputable organization.



BIOMEDICAL TECHNICIAN - DCASBT/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Biomedical Engineering
Job Title: Biomedical Technician	
Reports to: Biomedical Engineer	
2. PURPOSE OF THE JOB	
Reporting to the Biomedical Engineer, the Biomedical Technician job exists to provide support in patient diagnosis and treatment by installing, testing, calibrating, and repairing biomedical equipment at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> a) Repair, maintain and ensure that medical equipment in operating rooms, intensive care, clinical labs, including therapeutic and diagnostic clinics are running well at the hospital. b) Provide preventive maintenance to medical equipment in a safe, self-directed and proper functioning in the hospital. c) Provide technical support on informal and formal basis concerning operation of medical equipment to ensure that all processes are adhered to while using them in the hospital. d) Collaborate with biomedical engineers and researchers to design and fabricate specialized devices for use in the clinical and research settings in the hospital. e) Document and maintain records pertaining to all repairs, replacement parts, calibrations and modifications of medical equipment in the hospital. f) Gather and provide first response information on medical equipment related issues involved in patient occurrence reports to ensure follow up of issues raised in the hospital. g) Identify aging and obsolete patient care equipment and ensures all procedures are followed while disposing them within and without the in the hospital. h) Ensure provision of supporting documentation for the assessment, justification and selection of new devices while realizing fiscal responsibility in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
Minimum level of academic qualifications required to perform effectively in the role:	



Certificate in Electrical Engineering with focus on medical engineering from a recognized institution
Professional qualifications required to effectively perform in the role:
None
Minimum level of knowledge required for the job:
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards
Soft skills required for the job:
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Analytical skills d) Team player e) Ability to solve problems f) Ability to work on odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
Minimum number of years of experience the jobholder is required to have to be appointed to the position:
At least two years working experience as a Biomedical Technician in a reputable health facility.



BOILER OPERATOR – DCASBO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Mechanical Engineering
Job Title: Boiler Operator	
Reports to: Hospital Mechanical Engineer	
Direct Reports: Boiler Assistant	
2. PURPOSE OF THE JOB	
Reporting to the Hospital Mechanical Engineer, the Boiler to provide operation and maintenance works of the heating systems in the high-pressure boiler, engine, and mechanical machines and air conditioning equipment at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Perform routine maintenance of the boiler, engine, piping system and other related appliances in the hospital. • Identify old, worn out and thus defective parts of the boilers and systems and replace them with new ones for effective operations in the hospital. • Test boiler water chemical balance and bring it to the recommended level so as to avoid corrosion, deposits that may damage it thus affecting operations in the hospital • Manipulate valves to control the flow of water and fuel and to increase or decrease steam pressure and heat as required for use in the hospital. • Observe operating equipment, meters, and gauges to ensure that operation is in accord with specified instructions to ensure safety of the device and users in the hospital. • Report to the Mechanical Engineer, any abnormal operating conditions or major repair requirements to shift engineer, and assist in implementing remedial action in the hospital • Record and document hourly operations of the boiler and heating or cooling system and relay the same information to shift boilers operators and engineer of maintenance mechanic who make the necessary repairs or corrections if necessary in the hospital. • Check and record temperatures of air conditioning equipment, such as chillers, chilled water pumps, and condensed water pumps in the hospital. 	



<ul style="list-style-type: none"> • Ensure and maintain boiler rooms and related work area in a clean, orderly, and safe condition, free from any unauthorized access and interference or contamination in the hospital. • Ensure maintenance and observation of all safety requirements and standards for the heating and cooling systems for the safety of all in the hospital. • Test and treat boiler feed water for scale, oxygen, pitting, corrosion, hardness, etc. and add chemicals to treat these problems on a daily basis for use in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
Diploma in Boiler Operation, Advanced Certificate in Boiler Operation, or Craft 1 or other relevant field from a recognized institution
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of relevant professional standards c) Knowledge of water treatment, electricity, plumbing, welding and computer controls
<i>Soft skills required for the job:</i>
a) Communication skills b) Observation skills c) Analytical skills d) Supervisory skills e) Ability to work under pressure f) Ability to work odd hours and days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as a Boiler Operator

BOILER ASSISTANT – DCSABA/KUTRRH/12

1. BACKGROUND INFORMATION



Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Mechanical Engineer
Job Title: Boiler Assistant	
Reports to: Boiler Operator	
2. PURPOSE OF THE JOB	
Reporting to the Boiler Operator, the Boiler Assistant job exists to provide operation and maintenance works of the heating systems in the high-pressure boiler, engine, and mechanical equipment at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Perform routine maintenance of the boiler, engine, piping system and other related appliances in the hospital.• Identify old, worn out and thus defective parts of the boilers and systems and replace them with new ones for effective operations in the hospital.• Test boiler water chemical balance and bring it to the recommended level so as to avoid corrosion, deposits that may damage it thus affecting operations in the hospital• Manipulate valves to control the flow of water and fuel and to increase or decrease steam pressure and heat as required for use in the hospital.• Observe operating equipment, meters, and gauges to ensure that operation is in accord with specified instructions to ensure safety of the device and users in the hospital.• Report to the Mechanical Engineer, any abnormal operating conditions or major repair requirements to shift engineer, and assist in implementing remedial action in the hospital• Record and document hourly operations of the boiler and heating or cooling system and relay the same information to shift boilers operators and engineer of maintenance mechanic who make the necessary repairs or corrections if necessary in the hospital.• Check and record temperatures of air conditioning equipment, such as chillers, chilled water pumps, and condensed water pumps in the hospital.• Ensure and maintain boiler rooms and related work area in a clean, orderly, and safe condition, free from any unauthorized access and interference or contamination in the hospital.• Ensure maintenance and observation of all safety requirements and standards for the heating and cooling systems for the safety of all in the hospital.	



<ul style="list-style-type: none"> • Test and treat boiler feed water for scale, oxygen, pitting, corrosion, hardness, etc. and add chemicals to treat these problems on a daily basis for use in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Boiler operation or Advanced Certificate in Boiler Operation or its equivalent from a reputable institution.
<i>Professional qualifications required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
a) Computer literate b) Knowledge of relevant professional standards c) Knowledge of water treatment, electricity, plumbing welding and Computer control d) Knowledge of Diesel engines and Petrol engine.
<i>Soft skills required for the job:</i>
a) Communication skills b) Observation skills c) Analytical skills d) Team player e) Ability to work under pressure f) Ability to work odd hours and odd days
3. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Boiler Assistant from a reputable organization.

EXECUTIVE SECRETARY – DCSAES/KUTRRH/8



1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Administrative Service
Job Title: Executive Secretary	
Reports to: Chief Executive Officer & Directors	
Direct Reports: <ul style="list-style-type: none"> a) Administrative Clerk b) Secretary/Copy Typist 	
2. PURPOSE OF THE JOB	
Reporting to the Chief Executive Officer, the Executive Secretary job exists to coordinate and provide secretarial and administrative services at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Manage the executive's diary by booking appointments for, organizing meetings for them, organizing their work and programming their daily, weekly, monthly or annual activities in the hospital. •Manage the executive's calendar by planning their work plans and work schedules, annual leaves and day offs and thus reminding them when they are due in the hospital. •Provide logistical support to executives with issues such as visas, travel, itinerary and personal needs within and without the hospital. •Keep the records of their work by taking notes of their meetings, typing documents, documenting and filing documents within or without the hospital. •Correspond with the executives' customers, clients and colleagues on official business of the hospital. •Book appointments, receive and screen all visitors to the executives' offices, telephone calls, inward and outward mail and ensure relevant action is taken by respective staff in the hospital. •Secure and safe-keep the executives' office, information, documents, equipment by limiting access to any unauthorized persons, controlling movement and access to any unauthorized persons and any unauthorized access to classified information, movement of documents or equipment from their offices in the hospital. •Manage administration of formal events such as logistics of high-level delegations to the hospital, logistics for international conference hosted in or organized by the hospital. • Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software for the executives in the hospital. 	



- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for management committee, board, board committees, and other high-level meetings in the hospital.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives within and without the hospital.
- Oversee, formulate, review and implement administrative policies, procedures and practices for executives' offices in the hospital.
- Guide the operations and activities of other administrative staff in the hospital within the policies, procedures and processes of the administrative services of the hospital.
- Supervise other clerical and administrative staff together with their work, and train them where necessary in order to improve their skills and performance in the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Diploma in Secretarial Studies, Office Management or other relevant field from a recognized institution.
- Bachelors' degree in Business Administration, Management Studies or Social Sciences from a recognized institution

Professional qualifications required to effectively perform in the role:

None

Minimum level of knowledge required for the job:

- Computer Literate
- Knowledge of shorthand ability to type 50 words per minute
- Knowledge of office management
- Knowledge of executive dairy keeping
- Knowledge of professional standards

Soft skills required for the job:

- Communication skills
- Organizational skills
- Team building skills
- Observation skills
- Analytical skills
- Courteous
- Ability to work under pressure
- Ability to observe confidentiality

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:



At least five years working experience as an Executive Secretary in a reputable organization.



SENIOR ADMINISTRATOR – DCSASA/KUTRRH/7

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Corporate Services
Job Title: Senior Administrator	
Reports to: Deputy Director Administration	
Direct Reports: a) Senior Administrative Assistant	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director Administration, the Senior Administrator will manage administrative staff of the department and prepare performance reports for staff at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Provision of office accommodation to ensure that staff have comfortable work stations • Supervise transport services to ensure efficient movement of staff and supplies • Supervise health and safety of staff, building & equipment to ensure a conducive work environment at the hospital. • Supervise maintenance of office buildings and equipment to enhance occupational health and safety. • Supervise ground maintenance to ensure a clean work environment at KUTRRH. • Conducts performance appraisals in conjunction with the Quality Management Section to measure performance targets. • Sign performance contracts with administration officers and head of sections to set annual performance indicators. • Oversee provision of secretarial services to facilitate smooth office operations. • Oversee efficient and effective utilization of office resources to ensure prudent use of the same. • Liaises and leads on strategic relationships with main service providers. • Mentors administrative staff in accomplishing their goals and objectives and fosters harmonious working relationships. • Coordinate the conduct of drills and put in place safety equipment to enhance emergency preparedness. • Plan for trainings of the division staff in liaison with the human resource division to enhance capacity building. • Takes the lead in coordinating the full range of staff and human resource administration related issues, ensuring requirements are met. This involves overseeing development and maintenance of staffing table records, 	



<p>interpretation and application of staff rules relating to human resources issues, preparation of staffing projects and other ad hoc status reports on those issues.</p> <ul style="list-style-type: none"> • Ensures all actions follow operational procedures for recruitment, placement and separation of staff as well as career development, gender equality and staff-management relations. • Participates in management meetings to provide advice on administrative, financial and human resources matters, as required. • Overseas travel, procurement, information technologies, asset and facilities management functions.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> a) Bachelor degree in Public Relations, Business, Education, Administration or any related social science field from a recognized institution. b) Master's Degree in Public Administration, Social Science, Business, Education or any related field from a recognized Institution will be an added advantage
<i>Professional qualifications required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> s a) Computer Literate b) Fluent in English and Kiswahili c) Time Management skills d) Leadership skills e) Multi -Tasking skills f) Organizational skills g) Judgement/Decision making skills h) Office management skills i) Knowledge of office operations
<i>Soft skills required for the Job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Courteous f) Ability to work under pressure g) Ability to observe confidentiality
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' working experience as a Senior Administrator in a reputable organization.



SENIOR ADMINISTRATIVE ASSISTANT – DCASSAS/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Public Relations and Customer Service
Job Title: Senior Administrative Assistant	
Reports to: Senior Administrator	
2. PURPOSE OF THE JOB	
Reporting to the Senior Administrator, the Senior Administrative Assistant job exists providing administrative support to ensure efficient operation of the offices at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Support managers and executives with daily clerical tasks within the hospital. Plan meetings and take detailed minutes. Answer phone calls, provide information to clients and transfer the calls to the specific person. Schedule appointments for senior staff within the assigned department and update their calendar. Order office supplies for departments within the hospital. Produce and distribute correspondence memos and letters within the departments. Assist in the preparation of regularly scheduled reports Provide general support to the visitors. Develop and Maintain a filing system. Reconcile and submit expense reports. Assist in preparation of regularly scheduled reports. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Degree in Business Administration from a recognized institution. b) Diploma in Business Management, Secretarial or Administration.	
<i>Professional qualifications required to effectively perform in the role:</i>	
None	
<i>Minimum level of knowledge required for the job:</i>	
B) Computer Literate	



<ul style="list-style-type: none"> c) Fluent in English and Kiswahili d) Ability to type 50 words per minute e) Time Management skills f) Office management skills g) Knowledge of office operations
<i>Soft skills required for the Job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Courteous f) Ability to work under pressure g) Ability to observe confidentiality
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years' working experience as an Administrative Assistant in a reputable organization.



ADMINISTRATIVE ASSISTANT – DCASAS/KUTRRH/10

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit Public Relations and Customer Service
Job Title: Administrative Assistant	
Reports to: Executive Secretary	
2. PURPOSE OF THE JOB	
Reporting to the Executive Secretary, the Administrative Assistant job exists to manage phones, emails, scheduling appointments and planning meetings at KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Keep records, mails, parcels and file and distribute all inward and outward correspondence to ensure timely delivery of documents and information in the hospital. • Store, arrange, index and classify records to facilitate easier reference and thus smooth running of office activities in the hospital. • Retrieve documents and files from their storage facilities, and move them to the appropriate destinations in the hospital. • Move documents, parcels, other hard office information and physical assets within and without the offices in the hospital. • Provide administrative support within offices by moving things around and about, being sent to run errands within and without the hospital. • Implement and manage filing systems and maintain both electronic and paper-based files in the offices to ensure timely retrieval and data integrity in the hospital. • Control movement of people and goods within and among departmental offices for safety and security of officers in the hospital. • Prepare rooms and venues for meetings by moving, arranging and cleaning seats and tables, public address and organize and deliver refreshment to their attendants in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) Bachelor's Degree in Business Administration from a recognized Institution. b) Diploma in Business Administration or a related field from a recognized Institution.	
<i>Professional qualifications required to effectively perform in the role:</i>	



None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> b) Computer Literate c) Fluent in English and Kiswahili d) Ability to type 50 words per minute e) Record keeping skills f) Office management skills g) Knowledge of office operations
<i>Soft skills required for the Job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Observation skills d) Analytical skills e) Courteous f) Ability to work under pressure g) Ability to observe confidentiality
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least five years working experience as an Administrative Assistant in a reputable organization.



CUSTOMER CARE ASSISTANT – DCASCSA/KUTRRH/12

1. BACKGROUND INFORMATION			
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)			
Department: Hospital Administration	Section/Unit Public Relations and Customer Service		
Job Title: Customer Care Assistant			
Reports to: Executive Secretary			
2. PURPOSE OF THE JOB			
Reporting to the Executive Secretary, the Customer Care Assistant job exists to receive and direct visitors to the respective departments at KUTRRH			
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:			
<ul style="list-style-type: none"> • Primary point of contact within the hospital • Responding to visitors' queries • Receiving, guiding and directing the patients around the hospital • Maintaining good ambience in the hospital • Maintaining a log of visitors • Resolving customer complaints • Filling and processing of application forms • Facilitating appointments • Prepare reports on trends to inform resolution of continuous customer service quality improvement 			
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:			
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>			
Diploma in Business Administration or Public Relations from a recognized institution.			
<i>Professional qualifications required to effectively perform in the role:</i>			
None			
<i>Minimum level of knowledge required for the job:</i>			
B) Computer Literate c) Fluent in English and Kiswahili d) Record keeping skills e) Office management skills f) Knowledge of office operations			
<i>Soft skills required for the Job:</i>			



- a) Communication skills
- b) Organizational skills
- c) Observation skills
- d) Analytical skills
- e) Courteous
- f) Ability to work under pressure
- g) Ability to observe confidentiality

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a customer care assistant in a reputable organization.



RECEPTIONIST – DCASR/KUTRRH/12

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration and Finance	Section/Unit: Public Relations and Customer Services
Job Title: Receptionist	
Reports to: Senior Administrator	
2. PURPOSE OF THE JOB	
Reporting to the Customer Relations Officer, the Receptionist job exists to provide all front office services such as receiving visitors, giving the right information, receiving phone calls and parcels and directing them to the appropriate destinations at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Receive all phone calls to the hospital and respond to the inquiries, give the appropriate information or redirect them to the appropriate persons in the hospital. •Hand over to customers and other stakeholder mails and parcels delivered at the reception, from within and outside the hospital. •Record all visitors to the hospital in the front office directory, taking their personal details for auditing and security purposes in the hospital. •Document and file all customer care and customer service information for future reference and follow ups in the hospital. •Report to the security guards or officer of any suspiciously looking persons or objects entering into or present in the reception area for the appropriate security procedures in the hospital. •Liaising with other hospital departments and different personalities regarding services and issues of interest to customers, patients and visitors of the hospital. •Implement all the established administrative and operations programmes in the reception area of the hospital. •Document, record and file all reception daily business and forward it to the Customer Relations Officer for the appropriate action in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Degree in Public Relations from a recognized institution.	



<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Fluent in English and Kiswahili b) Excellent knowledge of hospital products c) Knowledge of professional standards d) Computer Literate e) Customer service skills
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Ability to multitask c) Organizational skills d) Observation skills e) Listening skills f) Analytical skills g) Compassionate h) Team player i) Courteous j) Strong memory k) Ability to work under pressure l) Ability to observe confidentiality
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Receptionist or Customer Service Assistant in a reputable organization.



SWITCHBOARD OPERATORS – DCASSO/KUTRRH/12

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Public Relations and Customer Services
Job Title: Switchboard Operator	
Reports to: Senior Administrator	
1. PURPOSE OF THE JOB	
Reporting to the Customer Relations Officer, the Telephone Operator job exists to provide telephone operations services by operating the telephone switchboard at the KUTRRH.	
2. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Ensure cleanliness, tidiness and orderliness in the telephone switchboard of the hospital. •Receive all external telephone calls to the hospital and redirect them to the appropriate recipients in the hospital. •Ensure all telephone consoles are manned properly in the hospital. •Ensure proper use of telephone to minimize cost of telephone bill in the hospital. •Ensure customers are well attended to promptly and courteously by phone in the hospital. •Liaise with Engineers/Technicians on maintenance of telephone exchange equipment in the hospital. •Liaise with accounts section on payment of telephone bills and purchase of calling cards in the hospital. •Interrupt busy lines if an emergency warrants in the hospital. •Keep records of calls placed and received, and of the related toll charges, every day in the hospital. •Update hospital telephone directory information for easier and convenient contacts in the hospital. •Listen to customer requests, to answer questions and provide telephone information in the hospital. 	
3. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
Diploma in Telecommunication, Business Administration or its equivalent from a recognized Institution.	
<i>Professional qualification required to effectively perform in the role:</i>	



None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Ability to operate the switchboard b) Good knowledge of hospital products c) Fluent in spoken English and Kiswahili d) Knowledge of professional standards e) Computer Literate f) Customer Service skills
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Good communication skills b) Ability to multitask c) Organizational skills d) Listening skills e) Analytical skills f) Courteous g) Ability to work under pressure
4. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as a Telephone Operator in a busy organization.



LAUNDRY SUPERVISOR – DCASLA/KUTRRH/13

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title Laundry Supervisor	
Reports to: Executive Housekeeper	
Direct Reports: a) Tailor b) Launderer	
2. PURPOSE OF THE JOB	
Reporting to the Executive Housekeeper, the Laundry Supervisor job exists to coordinate, direct and supervise laundering and tailoring services at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Prepare work-plans and schedules, allocate work to laundry staff and set laundry production goals in the hospital. • Ensure, through the procurement office, the availability of tools, equipment and materials required provide laundering and tailoring services and manage their inventory in the hospital. • Ensure that public health and sanitation policies and procedures are appropriately adhered to, especially while handling septic clothing, in the laundry unit of the hospital. • Ensure that linen and other clothing materials are laundered in accordance the manufacturers' instructions and specifications, for use in the hospital. • Ensure that all wards and other medical units are well supplied with quality linen and other clothing materials in the hospital. • Collaborate with other supervisors in the hospitality section to ensure that overlapping hospitality services are properly taken care within different units of the hospital. • Inspect and ensure that laundry equipment are in condition, report any malfunction to the engineering unit, in order to readily provide laundry services in the hospital. • Take linen orders from the Nursing Officers in-charge of Wards and other units and prepare the ensure preparation of the same by the tailors in the hospital. • Take uniforms and other fitting orders from end users and ensure that the tailoring staff prepare it accordingly in the hospital. 	



<ul style="list-style-type: none"> • Interpret specifications, analyze charts, work orders, production schedules, and other records and reports to determine production requirements, record and report the same in the hospital • Perform basic human resource process such as recruitment of casual staff, manage their timesheets, performance and disciplinary in the hospital • Supervise laundry staff together with their work in order to ensure that they operate within the established standards and that their work meets the expected quality and quantity in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
Diploma in House-keeping, or other Hospitality Services from a recognized institution.
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of hospital operations c) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills c) Organizational skills d) Observation skills e) Sense of cleanliness and orderliness
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years' working experience as a Laundry Supervisor in a reputable organization.



LAUNDRY ATTENDANT –DCASLA/KUTRRH/14

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title Laundry Attendant	
Reports to: Laundry Supervisor	
2. PURPOSE OF THE JOB	
Reporting to the Laundry Supervisor, the Launderer job exists to provide laundering services including operating washing or dry-cleaning machines to clean, dry, press and fold cloth-ware at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Prepare work-plans and schedules, allocate work to laundry staff and set laundry production Receive or collect used up linen for cleaning and record or classify it according to its sources from different wards and units of the hospital.• Sort and classify and mark or tag dirty linen according to its source in the hospital, type, color and maintenance specifications for laundering in the hospital.• Determine spotting procedures and proper solvents, detergents and other cleaning materials based on fabric and stain types in the laundry unit of the hospital.• Pre-soak, sterilize, scrub, spot-clean, and dry contaminated or stained articles, using neutralizer solutions and portable machines in the laundry unit of the hospital.• Spray steam, water, or air over spots to flush out chemicals, dry material, raise naps, or brighten colors of garments in the laundry unit of the hospital.• Load dry-cleanable garments into washers or dry-cleaning machines, add detergents and other washing materials and start washing process in the laundry unit of the hospital.• Use other cleaning procedures to clean and dry non-dry-cleanable linen in the laundry unit of the hospital.• Operate machines that comb, dry and polish furs, clean, sterilize and fluff feathers and blankets, or roll and package towels in the laundry unit of the hospital.• Remove items from washers or dry-cleaning machines and dry them on cloth lines to reduce excessive moisture in the laundry unit of the hospital.• Collect cleaned and dried up linen, sort, press and pack according to its source and type, from different wards and units in the hospital.	



<ul style="list-style-type: none"> • Perform other special or peculiar garment maintenance or garment care according to need or manufacturers' specifications in the laundry unit of the hospital. • Liaise with the tailors and dressmakers to repair and mend torn or replace missing parts of garments during and after laundering in the laundry unit of the hospital. • Maintain dry-cleaning machines and other laundry equipment, or report their breakdown for repair and maintenance in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
Certificate in Laundry-related Housekeeping or Hospitality field from a recognized institution.
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Ability to operate laundry machines b) Knowledge of hospital operations c) Knowledge of hospital sanitation practices d) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Team player c) Observation skills d) Sense of cleanliness and orderliness e) Ability to work under pressure
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Launderer in reputable organization.



TAILORING SUPERVISOR – DCASTS/KUTRRH/13

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title: Tailoring Supervisor	
Reports to: Executive House Keeper	
Direct Reports: Tailor	
2. PURPOSE OF THE JOB	
Reporting to the Executive House Keeper the Tailoring Supervisor exists to supervise and coordinates activities of workers engaged in operating sewing machines at KUTRRH	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> Trains workers by demonstrating work methods and machine operation Develop, copy, or adapt designs for garments, and design patterns to fit measurements, applying knowledge of garment design, construction, styling, and fabric in the hospital. Take and record the required alterations and instructions on tags, and attach them to garments to be repaired or mended in the hospital Take measurements from patients and staff and assemble garment parts and join parts with basting stitches, using needles and thread or sewing machines. Determining quality control standards in the hospital. Overseeing production processes. Re-negotiating timescales or schedules as necessary with the managers. Selecting, ordering and purchasing materials. Organizing the repair and routine maintenance of production equipment. Supervising the work of junior staff. Take part in machine selection of the hospital. Ensure the stitching is of Quality. Estimating negotiating and agreeing budgets and timescales with clients and managers. Ensuring that health and safety regulations are met Create a design and pattern by hand by hand or using computer software 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
a) Diploma in Sewing & Textile Design from a recognized institution
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
Knowledge of a sewing machine
<i>Soft skills required for the job:</i>
a) Communication skills b) Ability to work under pressure c) Ability to work odd hours and odd days d) Customer service skills e) Attention to detail skills
6. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience as a Senior Tailor in a reputable hospital



TAILOR – DCAST/KUTRRH/14

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title Tailor	
Reports to: Tailoring Supervisor	
2. PURPOSE OF THE JOB	
Reporting to the Tailoring Supervisor, the Tailor job exists to provide all tailoring and dressmaking services including sewing, mending and repairing hospital linen, uniforms and other clothing needed and used at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Take orders from the Tailoring Supervisor and prepare garments and other accordingly for patients and staff in the hospital. •Repair, adjust, alter and mend garments such as uniforms, aprons, pants, shirts and blouses, gowns and other clothing for patients and staff in the hospital. •Take measurements from patients and staff and assemble garment parts and join parts with basting stitches, using needles and thread or sewing machines. •Press and iron ready-made garments, uniforms, gowns, pants, shirts and blouses for patients and staff in the hospital. •Take and record the required alterations and instructions on tags, and attach them to garments to be repaired or mended in the hospital. •Fit, alter, repair, and make made-to-measure clothing, according to customers' and clothing manufacturers' specifications and fit, and applying principles of garment design, construction, and styling in the hospital. •Develop, copy, or adapt designs for garments, and design patterns to fit measurements, applying knowledge of garment design, construction, styling, and fabric in the hospital. •Take care of the garment store and keep its inventory under supervision and instruction of the Tailoring Supervisor in the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
a) KCSE Certificate with Mean Grade D+ b) Certificate in Tailoring and Dressmaking or its equivalent from a recognized institution.	



<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Ability to operate tailoring equipment b) Knowledge of hospital operations c) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Team player c) Observation skills d) Analytical skills
5. Relevant work experience required:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Tailor or Dressmaker in a reputable organization



LANDSCAPER – DCSALS/KUTRRH/13

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Hospital Administration	Section/Unit: Hospitality Services
Job Title Landscaper	
Reports to: Senior Administrator	
1. PURPOSE OF THE JOB	
Reporting to the Senior Administrator, the Landscaper job exists to clean and clear outdoor water drainage channels and ensure proper drainage at KUTRRH.	
2. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">•Facilitate planting of flowers, trees and grass in the flowerbeds, lawns, playing fields, grounds and fences within and around the hospital.•Repair flowers and flower fences and lawns by filling gaps with seedlings and grass carpet in the grounds of the hospital.•Replace old trees, shear flowers and trees and prune falling branches of trees in the compound of the hospital.•Apply manure, mulch, fertilizers, and dirt to flowerbeds, playing fields, resting and other recreation grounds and lawns in the hospital.•Apply pesticides and rodenticide in affected areas of grounds, flowerbeds, recreation, resting and playing grounds in order to control pests and rodents in the hospital.•Water seedlings, young trees, flowers beds, lawns and other trees and seedlings, mow lawns and gardens in the compound of the hospital.•Mow the lawns, rake all sheared grass and flowers, pruned trees branches, gather and burn it in the designated areas of the hospital.•Sweep grounds, courtyards, walkways and paths, drives, parking lots, assembly grounds and other outside areas of the hospital.•Dispose all refuse and garbage from the grounds and gardens appropriately in accordance with the public health and sanitation policies of the hospital.•Clean and arrange sitting and other outside resting and recreation facilities in the compounds of the hospital.•Clear and clean outdoor water drainage channels and ways to ensure proper drainage, and drain stagnant waters from the grounds of the hospital.•Report any breakdown and other dysfunctions among gardening and compound cleaning tools and equipment to the Compound Supervisor in the hospital.	
3. QUALIFICATIONS KNOWLEDGE AND SKILLS:	



<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
BSC in Environmental Horticulture and Landscaping Technology from a recognized institution
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Knowledge of gardening techniques and plant identification b) Knowledge of pest management and basic lawn maintenance
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Good team player c) Sense of cleanliness and orderliness d) Ability to work on odd hours and odd days e) Ability to work in outdoor environment (sunny, rainy, dusty, noisy)
4. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least one year working experience in landscape installation and maintenance.



HOUSEKEEPING SUPERVISOR – DCASHS/KUTRRH/13

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title : Executive Housekeeper	
Reports to: Hospitality Manager	
Direct Reports: <ul style="list-style-type: none"> a) Compound Supervisor b) Floor Supervisor c) Laundry Supervisor 	
2. PURPOSE OF THE JOB	
Reporting to the Hospitality Manager, the Executive Housekeeper job exists to oversee, coordinate and direct all house-keeping service within the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Establish and implement operational standards and procedures for the section in collaboration with the public health and sanitation section of the hospital. •Outsource cleaning services from service providers through service lending agreements in collaboration with the procurement office of the hospital. •Outsource cleaning equipment and materials for gardens, floors and laundry, in collaboration with the procurement office of the hospital. •Liaise with service lender and equipment vendors concerning conditions and service provision situations in the hospital. •Ensure that work plans for cleaning staff are prepared in order to provide effective and efficient cleaning services in the hospital. •Ensure that cleaning services are well coordinated and satisfactory among the different sections and units of the hospital. •Inspect and certify cleaning services and works performed to ensure that they meet the established sanitation and hygiene standards of the hospital. •Ensure orientation of outsourced cleaning staff with the hospital's policies and procedures so that they can always act and do their work within the expected sanitation standards of the hospital. •Receive and investigate cleaning service complaints and feedback from different end users and equipment, and take corrective action according to the policies and procedures of the hospital. 	



<ul style="list-style-type: none"> •Inspect and assess physical condition of hospital facilities in order to determine the type of cleaning work they require and if they require maintenance from engineering sections of the hospital. •Ensure that cleaning equipment are always in good conditions for continuous cleaning service provision, and report any dysfunction to the hospital engineering division of the hospital. •Ensure steady supply of cleaning materials such as soaps, detergents, disinfectants and deodorants for continuous cleaning services in the hospital. •Prepare and disburse reports on cleaning services and service providers, and cleaning equipment and materials in the hospital.
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>
<ul style="list-style-type: none"> •Diploma in Hotel Management or other Hospitality Services from a recognized institution. •Higher Diploma in Hotel Management or other Hospitality Management Specializations from a recognized. •Bachelors' Degree in Hotel Management or appropriate Hospitality services from a recognized institution will be added advantage.
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of hospital operations c) Knowledge of relevant legislations d) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Leadership skills d) Observation skills e) Analytical skills f) Ability to work under pressure g) Ability to work odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least three years working experience in a similar role.



SENIOR HOUSEKEEPER – DCASSH/KIUTRRH/14

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration	Section/Unit: Hospitality Services
Job Title: Senior Housekeeper	
Reports to: Housekeeping Supervisor	
Direct Reports: Housekeeper	
2. PURPOSE OF THE JOB	
Reporting to the Housekeeping Supervisor, the Senior Housekeeper exists to ensure the upkeep and cleanliness of the entire hotel. Specifically, a Senior Housekeeping Supervisor will perform the following tasks to the highest standards of KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Allocate work duties to Team Members • Perform routine inspections of all check out rooms and spot checks of all occupied rooms • Report and follow up on any maintenance defects or other issues • Inspect, routinely, service areas, store rooms and corridors • Schedule and supervise deep cleaning and any other projects • Manage and train Room Attendants and other Team Members to ensure their performance is to the standards required • Manage, efficiently, stock control and the maintenance of equipment • Provide excellent Guest service • Ensure team members receive work schedules and are clear on their daily tasks. • Oversee the day to day housekeeping service; checking quality and referring to line manager or trouble-shooting issues as appropriate. • Deliver a full housekeeping and, where relevant, meals service in accordance with the requirements of the needs of the resident, care home or unit and the line manager's direction. • Order and control stores and equipment. • Comply with Health and Safety regulations and legislation at all times, reporting hazardous • Undertake elements of induction and training of all new colleagues 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



Diploma in Hotel Management or other Hospitality Services from a recognized institution, and
<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of hospital operations c) Knowledge of relevant legislations d) Knowledge of professional standards
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Organizational skills c) Leadership skills d) Observation skills e) Analytical skills f) Ability to work under pressure g) Ability to work odd hours and odd days
5. RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
At least two years working experience as a Senior Housekeeper in reputable organization.



HOUSE KEEPER – DCASH/KUTRRH/14

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Administration & Finance	Section/Unit: Hospitality Services
Job Title Housekeeper	
Reports to: Floor Supervisor	
2. PURPOSE OF THE JOB	
Reporting to the Executive House Keeper, the House Keeper job exists to provide cleaning services including cleaning all surfaces, arrange furniture, window and door curtains and other household items in wards, working rooms, corridors and verandas at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> •Mop floors and wipe surfaces in wards, working rooms, verandas, corridors, bathrooms and toilets in the hospital. •Wipe clean walls, ceilings, touchable electrical appliances, window guards and remove cobwebs from the surfaces in the rooms in the hospital. •Remove and dispose garbage from wards, examination rooms and other working and living areas of buildings, in accordance with public health and sanitation policies and practices of the hospital. •Prepare examination beds in consultation rooms for use by patients in the hospital. •Draw window curtains, open and shut windows in the working rooms, wards, offices and other living areas according to needs in the hospital. •Remove septic materials from the dustbins of the consultation, injection and dressing rooms, in accordance with public health and sanitation policies and practices in the hospital. •Remove used bedding material, replace them and hand used ones over to the laundry for cleaning in the hospital. •Arrange furniture and other stuff in the consultation, wards, injection and dressing rooms, waiting rooms, living areas and verandas in the hospital. •Report any broken cleaning tools and equipment to the Floor Supervisor for the appropriate maintenance action in the hospital. •Obtain cleaning tools, equipment and materials such as soap, detergents and deodorants from the Floor Supervisor in the hospital 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	
KCSE Certificate with Mean Grade D+	



<i>Professional qualification required to effectively perform in the role:</i>
None
<i>Minimum level of knowledge required for the job:</i>
<ul style="list-style-type: none"> a) Knowledge of hospital operations b) Ability to handle cleaning equipment
<i>Soft skills required for the job:</i>
<ul style="list-style-type: none"> a) Communication skills b) Observation skills c) Team player d) Sense of cleanliness and orderliness e) Ability to work under pressure f) Ability to work odd hour and odd day
5.RELEVANT WORK EXPERIENCE REQUIRED:
<i>Minimum number of years of experience the jobholder is required to have to be appointed to the position:</i>
Must have at least two years working experience as a House Keeper in a reputable organization.