



KENYATTA NATIONAL HOSPITAL

VACANCIES

Kenyatta National Hospital Othaya Annex seeks to recruit dynamic, highly motivated, innovative and experienced individuals to fill the following vacant positions. **For those applying for the positions below for Othaya Hospital, kindly indicate code: KNH/OTHAYA 2020**

1. MEDICAL SPECIALIST II, (ANAESTHESIA), JOB GROUP K4, (3 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department the Medical Specialist II (Anaesthesia) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking clinical duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Carrying out surgical procedures in the theatres.
- e) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Carrying out community diagnosis, care and treatment.
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- j) Conducting disease surveillance, prevention and control.
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Anaesthesia from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Kenya Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- f) Valid practicing license from Kenya Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.

- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

2. MEDICAL SPECIALIST II, (OPHTHALMOLOGIST), JOB GROUP K4, (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Ophthalmology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Ophthalmology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

3. MEDICAL SPECIALIST II, (ORTHOPAEDIC), JOB GROUP K4, (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Orthopaedic) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Orthopaedic Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

4. MEDICAL SPECIALIST II, (PSYCHIATRIST), JOB GROUP K4, (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Ophthalmology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

5. MEDICAL SPECIALIST II, (PAEDIATRIC), JOB GROUP K4, (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department the Medical Specialist II (Paediatric) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking clinical duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.

- e) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- f) Undertaking medical examinations and preparing Medical Board Proceedings;
- g) Carrying out community diagnosis, care and treatment.
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- i) Conducting disease surveillance, prevention and control.
- j) Carrying out health education and promotion; and
- k) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

6. MEDICAL SPECIALIST II, (RADIOLOGY), JOB GROUP K4, (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department the Medical Specialist II (Radiology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking clinical duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Undertaking medico-legal duties including filling of P.3 forms, court attendance.
- f) Undertaking medical examinations and preparing Medical Board Proceedings;
- g) Carrying out community diagnosis, care and treatment.
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- i) Conducting disease surveillance, prevention and control.
- j) Carrying out health education and promotion; and
- k) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Radiology from the University of Nairobi or any other recognized University.

- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Kenya Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- f) Valid practicing license from Kenya Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

7. MEDICAL SPECIALIST II, (PAEDIATRIC NEUROLOGY), JOB GROUP K4 (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Paediatric Neurologist) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations.
- b) Undertaking clinical duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Undertaking medico-legal duties including filling of P.3 forms and court attendance.
- f) Undertaking medical examinations and preparing Medical Board Proceedings.
- g) Carrying out community diagnosis, care and treatment.
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- i) Conducting disease surveillance, prevention and control.
- j) Carrying out health education and promotion.
- k) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) A general paediatrician with proven interest in Paediatric Neurology sub-speciality.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**8. DENTAL SPECIALIST II, JOB GROUP K4 (PROSTHETICS 1 POST),
(ORTHODONTICS 1 POST),**

Job Purpose

An officer at this level will be responsible to a Senior Dental Specialist in provision of specialized dental services in the Hospital.

Duties and Responsibilities

- a) Performing specific dental procedures; restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology;
- b) Providing health education and promotion;
- c) Supervising, training and coaching of Dental Officers, Dental Interns and students;
- d) Being on call to review, manage patients and undertaking medico-legal duties which include filling of P.3forms;
- e) Undertaking dental examinations, age assessment, and writing dental reports;
- f) Conducting outreach community oral health services;
- g) Ensuring annual work plans are adhered to;
- h) Educating and creating awareness on prevention of dental diseases and dental health;
- i) Maintaining of a dental health information system; and
- j) Coordinating capacity building and development.

Qualification and Experience

- a) Masters of Dental Surgery in Prosthetics and Masters of Dental Surgery in Orthodontics or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- c) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- d) Certificate of Registration by the Kenya Medical Practitioners and Dentists Board.
- e) Valid practicing license from Kenya Medical Practitioners and Dentists Board.
- f) Retention in the Medical Practitioners and Dentist Board register;
- g) Professional Indemnity Cover.
- h) Certificate in knowledge and proficiency in computer applications;
- i) Compliance with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

9. MEDICAL SPECIALIST II, (INTERNAL MEDICINE), JOB GROUP K4 (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Internal Medicine) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic.
- d) Conducting research and clinical audits.
- e) Training, supervising and mentoring Medical Officers, Medical Interns and other students.
- f) Undertaking medico-legal duties.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- i) Conducting disease surveillance, prevention and control.
- j) Carrying out health education and promotion.
- k) Preparing medical reports.

Qualifications and Experience

- a) Master's Degree in Internal Medicine from the University of Nairobi or any other KMPDB recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

10. MEDICAL SPECIALIST II, (GENERAL SURGERY), JOB GROUP K4 (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (General Surgery) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;

- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

11. MEDICAL SPECIALIST II, (OBSTETRIC & GYNAECOLOGY), JOB GROUP K4 (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department the Medical Specialist II (Obstetric & Gynecology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking clinical duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Undertaking medico-legal duties including filling of P.3 forms, court attendance.
- f) Undertaking medical examinations and preparing Medical Board Proceedings;
- g) Carrying out community diagnosis, care and treatment.
- h) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- i) Conducting disease surveillance, prevention and control.
- j) Carrying out health education and promotion; and
- k) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Gynaecology from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Kenya Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- f) Valid practicing license from Kenya Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

12. MEDICAL SPECIALIST II, (NEUROSURGERY), JOB GROUP K4 (2 POSTS)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Neurosurgery) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or its equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Kenya Medical Practitioners and Dentists Board.
- c) Sub Specialization in Neurosurgery or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Board proven interest in Neurosurgery sub-speciality.

- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

13. MEDICAL SPECIALIST II, (UROLOGY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Urology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Urology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board or proven interest in Urology sub-speciality.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.

- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

14. MEDICAL SPECIALIST II, (PAEDIATRIC CARDIOLOGY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Paediatric Cardiologist) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Carrying out community diagnosis, care and treatment.
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- j) Conducting disease surveillance, prevention and control.
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Paediatrics from the University of Nairobi or any other recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Fellowship training in Paediatric Cardiology or proven interest in Paediatric Cardiology sub-speciality.
- d) Training in Interventional cardiology will be an added advantage.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- g) Registration Certificate by the Medical Practitioners and Dentists Board.
- h) Valid practicing license from Medical Practitioners and Dentists Board.
- i) Retention in the Medical Practitioners and Dentist Board register.
- j) Professional Indemnity Cover.
- k) Evidence in knowledge and proficiency in computer applications.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

15. MEDICAL SPECIALIST II, (CARDIOLOGY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Cardiology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Carrying out community diagnosis, care and treatment.
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- j) Conducting disease surveillance, prevention and control.
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Internal Medicine or its equivalent qualification recognized by the Kenya Medical Practitioners and Dentists Board
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Fellowship training in Cardiology or proven interest in Cardiology sub-speciality.
- d) Training in Interventional cardiology will be an added advantage.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- g) Registration Certificate by the Medical Practitioners and Dentists Board.
- h) Valid practicing license from Medical Practitioners and Dentists Board.
- i) Retention in the Medical Practitioners and Dentist Board register.
- m) Professional Indemnity Cover.
- n) Evidence in knowledge and proficiency in computer applications.
- o) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

16. MEDICAL SPECIALIST II, (PLASTIC SURGERY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Plastic Surgery) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Plastic and Reconstructive Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board or
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

17. MEDICAL SPECIALIST II, (ENT SURGERY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (ENT Surgery) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;

- b) Undertaking “Second-on-Call” duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master’s degree in Ear, Nose and Throat (ENT) or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Specialist recognition certificate from the Kenya Medical Practitioners’ and Dentist Board.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Retention in the Medical Practitioners and Dentist Board register.
- h) Professional Indemnity Cover.
- i) Evidence in knowledge and proficiency in computer applications.
- j) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

18. MEDICAL SPECIALIST II, (DERMATOLOGY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Dermatology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking “Second-on-Call” duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Carrying out community diagnosis, care and treatment.

- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- j) Conducting disease surveillance, prevention and control.
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's Degree in Internal Medicine with a Diploma in Dermatology or Master of Science in Clinical Dermatology from a recognized University.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Proven experience of not less than one (1) year at the level of Medical Specialist.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Proven experience of not less than one (1) year at the level of Medical Specialist.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

19. MEDICAL SPECIALIST II, (NEUROLOGY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Neurology) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients.
- c) Conducting weekly clinic and theatre days.
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students.
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings;
- h) Carrying out community diagnosis, care and treatment.
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider.
- j) Conducting disease surveillance, prevention and control.
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Masters Degree in Internal Medicine or its equivalent qualification recognized by the Kenya Medical Practitioners and Dentists Board

- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Fellowship training in Neurology or proven interest in Neurology sub-speciality.
- d) Proven experience of not less than one (1) year at the level of Medical Specialist.
- e) Specialist recognition certificate from the Medical Practitioners' and Dentist Board
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

20. MEDICAL SPECIALIST II, (CARDIOTHORACIC), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Cardiothoracic) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Cardiothoracic Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.

- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

21. MEDICAL SPECIALIST II, (PAEDIATRIC SURGERY), JOB GROUP K4 (1 POST)

Job purpose

Reporting to the Chief Medical Specialist/Head of Department, the Medical Specialist II (Surgery) will be expected to take full responsibility for patients under his/her care.

Duties and Responsibilities

- a) Reviewing patients and instructing in writing all the recommendations;
- b) Undertaking "Second-on-Call" duties including clerking, investigating and managing patients;
- c) Conducting weekly clinic and theatre days;
- d) Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- e) Performing emergency surgeries.
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems.
- g) Undertaking medical examinations and preparing Medical Board Proceedings.
- h) Carrying out community diagnosis, care and treatment;
- i) Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j) Conducting disease surveillance, prevention and control;
- k) Carrying out health education and promotion; and
- l) Preparing medical reports.

Qualifications and Experience

- a) Master's degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in Paediatric Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition certificate from the Medical Practitioners' and Dentist Board.
- e) Proven experience of not less than one (1) year at the level of Medical Specialist.
- f) Registration Certificate by the Medical Practitioners and Dentists Board.
- g) Valid practicing license from Medical Practitioners and Dentists Board.
- h) Retention in the Medical Practitioners and Dentist Board register.
- i) Professional Indemnity Cover.
- j) Evidence in knowledge and proficiency in computer applications.
- k) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

22. MEDICAL OFFICER I, JOB GROUPK6 (5 POSTS)

Job purpose

The Medical Officer will report to the Head of the respective department in provision of quality health services to patients.

Duties and Responsibilities:

- a) Undertaking clinical duties including clerking, investigating and managing patients;
- b) Reviewing patients and instructing in writing all there commendations;
- c) Conducting weekly clinic and theatre days;
- d) Performing emergency surgeries;
- e) Working with Medical Specialists inwards, theatres and clinics;
- f) Undertaking medico-legal duties including filling of P.3 forms, court attendance;
- g) Undertaking medical examinations;
- h) Responding to intern calls;
- i) Training and supervising Medical Officers (Interns)and other students;
- j) Carrying out outreach services;
- k) Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider
- l) Preparing medical reports.

Qualification and Experience

- a) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- b) Completed one (1) year internship.
- c) Registration Certificate by the Kenya Medical Practitioners and Dentists Board.
- d) Valid practicing license from Kenya Medical Practitioners and Dentists Board.
- e) Retention in the Kenya Medical Practitioners and Dentist Board
- f) Evidence in knowledge and proficiency in computer applications.
- g) Professional Indemnity Cover.
- h) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya,2010.

23. NURSING OFFICER II, JOB GROUP K9 (Accident & Emergency Nursing), (15 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients admission and initiating discharge plans.
- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling data.

Qualifications and Experience

- a) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- b) Higher Diploma in Accident and Emergency Nursing
- c) Registered with the Nursing Council of Kenya.
- d) Valid Practising License from Council of Kenya.
- e) Certificate in computer applications.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

24. NURSING OFFICER II, JOB GROUP K9, (Renal Nursing), (14 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients admission and initiating discharge plans.
- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling data.

Qualifications and Experience

- a) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- b) Higher Diploma in Renal Nursing.
- c) Registered with the Nursing Council of Kenya.
- d) Valid Practising License from Council of Kenya.
- e) Certificate in computer applications.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

25. NURSING OFFICER II, JOB GROUP K9 (Neonatal Nursing), (20 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients admission and initiating discharge plans.

- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling data.

Qualifications and Experience

- a) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- b) Higher Diploma in Neonatal Nursing.
- c) Registered with the Nursing Council of Kenya.
- d) Valid Practising License from Council of Kenya.
- e) Certificate in computer applications.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

26. NURSING OFFICER II, JOB GROUP K9 (Oncology Nursing), (6 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients admission and initiating discharge plans.
- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling data.

Qualifications and Experience

- a) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- b) Higher Diploma in Oncology Nursing
- c) Registered with the Nursing Council of Kenya.
- d) Valid Practising License from Council of Kenya.
- e) Certificate in computer applications.
- f) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

27. NURSING OFFICER II, JOB GROUP K9 (Theatre Nursing), (24 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- h) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- i) Providing health education and counselling to patients/ clients.

- j) Referring patients and clients appropriately.
- k) Facilitating patients admission and initiating discharge plans.
- l) Maintaining records on patients/ clients health condition and care.
- m) Ensuring a tidy and safe clinical environment.
- n) Collecting and compiling data.

Qualifications and Experience

- g) Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- h) Higher Diploma in Theatre Nursing
- i) Registered with the Nursing Council of Kenya.
- j) Valid Practising License from Council of Kenya.
- k) Certificate in computer applications.
- l) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

28. NURSING OFFICER I/III, JOB GROUP K8/K10, (197 POSTS)

Job purpose

The Nursing Officer will be responsible to the Senior Nursing Officer for planning of nursing care of patients.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome.
- b) Providing health education and counselling to patients/ clients.
- c) Referring patients and clients appropriately.
- d) Facilitating patients admission and initiating discharge plans.
- e) Maintaining records on patients/ clients health condition and care.
- f) Ensuring a tidy and safe clinical environment.
- g) Collecting and compiling data.

Qualifications and Experience

- a) Bachelors of Science Degree in Nursing (BScN) or Diploma in Kenya Registered Nursing/Midwifery (KRN/M) OR Kenya Registered Community Health Nursing (KRCHN).
- b) Registered with the Nursing Council of Kenya.
- c) Valid Practising License from Council of Kenya.
- d) Certificate in computer applications.
- e) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

29. SONOGRAPHER II, JOB GROUP K9 (2POSTS)

Job Purpose

The officer will be responsible to the Senior Radiographer for the effective provision of quality radiography services in the Hospital.

Duties and Responsibilities

- a) Provide quality ultrasound services to assist in diagnosis of patients' conditions
- b) Review and analyzing reports for Physicians while observing quality standards
- c) Perform high quality x-rays and ultrasound examinations for diagnostic purposes
- d) Take care of the equipment in the unit

Qualification and Personal Specification

- a) Higher Diploma in Medical Imaging Sciences (Ultrasound Option) or its equivalent from a recognised institution.
- b) Diploma in Medical Imaging Sciences or its equivalent from a recognised institution.
- c) Registration with Society of Radiographers in Kenya (SORK)
- d) Valid Practicing licence from Radiation Protection Body.
- e) Proficiency in Computer applications.
- f) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

30. RADIOGRAPHER I/ III, JOB GROUP K8/K10, (3 POSTS)

Job Purpose

The officer will be responsible to the Senior Radiographer for the effective provision of quality radiography services in the Hospital.

Duties and Responsibilities

- a) Providing radiographic services to patients.
- b) Processing, verifying and maintaining information relating to patients.
- c) Ensuring supply of radiographic and photographic equipment's.
- d) Preparing medical examination rooms for patients.
- e) Positioning patients for imaging.

Qualification and Personal Specification

- a) Degree in Diagnostic or Therapeutic Radiography or Diploma in Diagnostic or Therapeutic Radiography or its equivalent from a recognised institution.
- b) Registration with Society of Radiographers in Kenya (SORK)
- c) Valid Practicing licence from Radiation Protection Body.
- d) Proficiency in Computer applications.
- e) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

31. PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP K10, (2 POSTS)

Job Purpose

The officer will be responsible to the Senior Pharmaceutical Technologist for provision of quality pharmaceutical services in the Hospital.

Duties and Responsibilities

- a) Receiving, interpreting, and processing prescriptions;
- b) Promoting rational drug/medicine use;
- c) Preparing and submitting reports;
- d) Providing health education on rational use of drugs/medicine;
- e) Receiving complaints and documenting/reporting adverse drug reactions; and
- f) Receiving and documenting/reporting poor quality medicine.

Qualification and Experience:

- a) Diploma in Clinical Pharmacy or its equivalent approved by the Pharmacy and Poisons Board.
- b) Certificate of registration awarded by the Pharmacy and Poisons Board (PPB).
- c) Valid practicing license from the Pharmacy and Poisons Board (PPB).
- d) Proficiency in computer applications.
- e) Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

32. HOSPITAL PLANNER I, JOB GROUP K8, (1 POST)

Job Purpose

The officer will be responsible to the Senior Hospital Planner for planning all Hospital development programmes and projects.

Duties and Responsibilities

- a) Participating in the formulation of Hospital development strategies.
- b) Conducting feasibility studies and determining viability of projects/ programs.
- c) Participating in all stages of performance contracting in the Hospital.
- d) Carrying out surveys and compiling statistical reports on specific assignments.

Qualification and Experience

- a) Degree (Second class Honours, Upper Division) in Economics or its equivalent qualification from a recognised institution.
- b) Evidence of proficiency in either SPSS or STATTA.
- c) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

33. ICT OFFICER II, JOB GROUP K9, (2 POSTS)

Job Purpose

The officer shall be responsible to the Senior ICT Officer for effective provision of Quality Information Technology services in the Hospital.

Duties and Responsibilities

- a) Assisting in managing and servicing Computer Hardware, Printers, Copiers, Network devices, power systems and other electronic equipment.
- b) Analyzing, designing, coding, testing, implementing computer programs
- c) Providing user support and maintaining support systems.
- d) Training of users
- e) Repairing and maintaining of Information Communication Technology, equipment and associated peripherals.
- f) Receiving, installing and certifying of communication technology equipment.
- g) Configuring of new Information Communication Technology equipments
- h) Installing, configuring, and maintaining a variety of computer equipment including computer terminals, printers, modems, personal computers and data communications equipment.
- i) Testing equipment using diagnostic and application software before releasing to users. Make routine repairs and adjustments and report malfunctions.

Personal Specification

- a) Bachelors in any of the following fields: Computer Science, Information Technology, Computer Engineering/ Electronics or any other ICT related discipline from a recognized institution.
- b) Proven proficiency in Creation of site layout/user interface from provided design concepts by using standard HTML/CSS practices.
- c) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

34. MEDICAL LAB. TECHNOLOGIST I/ III, JOB GROUP K8/K10, (5 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Medical Laboratory Technologist in the provision of laboratory services in the Hospital.

Duties and Responsibilities

- a) Recruiting, preparing and screening of blood donors for transfusion services;
- b) Performing blood grouping;
- c) Storing blood products according to their requirements;
- d) Screening for blood transfusion, infections, issuing blood and blood products to peripheral health facilities;
- e) Preparing blood products;
- f) Collecting and analyzing data;
- g) Processing the specimen according to the specified standard operating procedures (SOP);
- h) Supervising the disinfection, washing and sterilizing of apparatus;
- i) Mentoring and coaching trainees on practical attachment;
- j) Receiving and scrutinizing laboratory requisition forms/specimens;

- k) Preparing clients for collection of specimens;
- l) Receiving, collecting, labeling and registering specimens;
- m) Transferring specimens to specific sections for processing and analysis;
- n) Preparing reagents;
- o) Examining specimens;
- p) Writing and recording of results;
- q) Dispatching laboratory results for clinical management; and
- r) Preparing stains.

Qualification and Experience

- a) Bachelor's Degree in Medical Laboratory Sciences in any of the following disciplines; Parasitology and Entomology, Clinical Chemistry, Medical Bio-Chemistry, Haematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or Diploma in Medical Laboratory Sciences or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- b) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- c) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- d) Proficiency in computer Applications.
- e) Fulfilled with the requirements of Chapter Six (6) of The Constitution of Kenya

35. DENTAL TECHNOLOGIST III, JOB GROUPK10, (2 POSTS)

Job Purpose

This is the entry grade for diploma holders. An officer at this level will work under the supervision of a Senior Dental Technologist.

Duties and Responsibilities

- a) Assessing patients' needs;
- b) Verifying and maintaining information relating to patients;
- c) Pouring plastic and stone models of dental prosthetics.
- d) Repairing and/or relining existing full and/or partial dentures.
- e) Arranging and clasping teeth for new wire or cast chrome partials.
- f) Assisting in banding wire for clasping and making soldered rests for partial dentures.
- g) Assisting in the construction of new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription;
- h) Recording bite relations on dental articulators.
- i) Assisting in grinding, smoothing, and polishing dental prosthetics using finishing burrs and grinding equipment.

Qualification and experience

- a) Diploma in Dental Technology or its equivalent qualification from a

recognized institution.

- b) Registration with the Professional/Regulatory body.
- c) Evidence of knowledge and proficiency in computer applications.
- d) Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya,2010.

36.REGISTERED CLINICAL OFFICER II (ANAESTHESIA), JOB GROUP K9 (7 POSTS)

Job Purpose

The officer will be responsible to the Senior Registered Clinical Officer (Anaesthesia) for provision of quality health services in the Hospital.

Duties and Responsibilities

- a) History taking, examining, diagnosis, education and treating patients common ailments at an outpatient or inpatient in the Hospital.
- b) Guiding and Counselling patients, clients and staff on health issues.
- c) Carrying out surgical procedures in the theatres.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Assessing, preparing and presenting medico-legal reports.
- f) Ensuring compliance with the set standards operating procedures.
- g) Training, guiding and monitoring students on internship.

Qualification and Experience

- a) Higher Diploma in Anaesthesia or its equivalent from a recognised institution.
- b) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health equivalent from a recognised institution.
- c) Proven experience of not less than three (3) years as a Registered Clinical Officer.
- d) Certificate of registration from the Clinical Officers Council.
- e) Annual retention certificate.
- f) Certificate in Computer applications.
- g) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

37.REGISTERED CLINICAL OFFICER II (PAEDIATRIC), JOB GROUP K9 (4 POSTS)

Job Purpose

The officer will be responsible to the Senior Registered Clinical Officer (Paediatric)for provision of quality health services in the Hospital.

Duties and Responsibilities

- a) History taking, examining, diagnosis, education and treating patients common ailments at an outpatient or inpatient in the Hospital.
- b) Guiding and Counselling patients, clients and staff on health issues.
- c) Carrying out surgical procedures in the theatres.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Assessing, preparing and presenting medico-legal reports.
- f) Ensuring compliance with the set standards operating procedures.
- g) Training, guiding and monitoring students on internship.

Qualification and Experience

- a) Higher Diploma in Paediatric or its equivalent from a recognised institution.
- b) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health equivalent from a recognised institution.
- c) Proven experience of not less than three (3) years as a Registered Clinical Officer.
- d) Certificate of registration from the Clinical Officers Council.
- e) Annual retention certificate.
- f) Certificate in Computer applications.
- g) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

38. REGISTERED CLINICAL OFFICER II (ENT), JOB GROUP , (2 POSTS)

Job Purpose

The officer will be responsible to the Senior Registered Clinical Officer (ENT) for provision of quality health services in the Hospital.

Duties and Responsibilities

- a) History taking, examining, diagnosis, education and treating patients common ailments at an outpatient or inpatient in the Hospital.
- b) Guiding and Counselling patients, clients and staff on health issues.
- c) Carrying out surgical procedures in the theatres.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Assessing, preparing and presenting medico-legal reports.
- f) Ensuring compliance with the set standards operating procedures.
- g) Training, guiding and monitoring students on internship.

Qualification and Experience

- a) Higher Diploma in EAR, NOSE, THROAT or its equivalent from a recognised institution.
- b) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health equivalent from a recognised institution.
- c) Proven experience of not less than three (3) years as a Registered Clinical Officer.
- d) Certificate of registration from the Clinical Officers Council.
- e) Annual retention certificate.
- f) Certificate in Computer applications.

39. REGISTERED CLINICAL OFFICER I (OPHTHALMIC) , JOB GROUP K8 (2 POSTS)

Job Purpose

The Registered Clinical Officer (Ophthalmic) shall be responsible to the Senior Registered Clinical Officer (Ophthalmic) for effective provision of quality health care services in the Hospital.

Duties and Responsibilities

- a) History taking, examining, diagnosing, education and treating common ailments at an outpatient or inpatient in the hospital.
- b) Implementing community health care activities in liaison with other health workers.
- c) Guiding and counseling patients, clients and staff on health issues.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Assessing, preparing and presenting medico-legal reports.
- g) Training, guiding and mentoring students on internship.

Qualifications and Experience

- a) Bsc in Comprehensive Ophthalmology, Cataract Surgery from a recognized institution.
- b) Higher Diploma in Ophthalmology from a recognized institution.
- c) Diploma in Clinical Medicine & Surgery from a recognized institution.
- d) Proven experience of at least one (1) years as an Ophthalmic Clinical Officer.
- e) Certificate of Registration from the Clinical Officers Council of Kenya.
- f) Valid practicing licence.
- g) Evidence in Proficiency in Computer Application.
- h) Fulfillment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

40. COUNSELOR III (CLINICAL/ COUNSELING) , JOB GROUP K10 (4 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Clinical / Counseling Psychologist in provision of counselling services in the Hospital.

Duties and Responsibilities

- a) Psychological assessment and diagnosis including counseling and psychotherapy;
- b) Conducting client intake and individual counseling sessions
- c) Attending ward rounds; and
- d) Keeping appropriate records.

Qualification and Experience

- a) Diploma in Counseling or its equivalent qualification from a recognized institution.
- b) Registration by the Kenya Counseling Association (KCA).
- c) Evidence of proficiency and knowledge in computer applications.
- d) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

41 NUTRITION AND DIETETICS OFFICER I, JOB GROUP K8 (3 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Nutrition and Dietetics Officer in provision of quality nutritional services in the Hospital.

Duties and Responsibilities:

- a) Conducting nutrition advocacy;
- b) Conducting nutrition assessments and reviews;
- c) Developing, implementing and reviewing nutrition healthcare plans;
- d) Providing guidelines on therapeutic diets for existing and emerging diseases for Hospital use and home based care;
- e) Developing and disseminating nutrition information, education, promotion and communication materials;
- f) Providing nutrition support in patient management;
- g) Facilitating training on nutrition;
- h) Conducting nutritional research and preparing reports;
- i) Attending Doctors' ward rounds and giving technical advice.
- j) Guiding in the nutrition management of patients in specialized clinics including Tuberculosis, HIV/AIDS, diabetes and renal clinics.

Qualification and Experience

- a) Bachelor's degree in any of the following disciplines; Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics and Nutrition or its equivalent qualification from a recognized institution.
- b) Registration by the Kenya Nutritionists and Dieticians Institute.
- c) Valid practicing certificate.
- d) Proficiency in computer applications.
- e) Fulfillment of requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

42. MEDICAL SOCIAL WORKER III, JOB GROUP K10 (4 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Medical Social Worker for provision of quality social work services in the Hospital.

Duties and Responsibilities

- a) Identifying, and assessing needy clients;
- b) Sensitizing and enrolling clients to NHIF;
- c) Assessing Socio-economic status of needy cases and participating in resolving their need;
- d) Disengaging clients/patients;
- e) Handling socio economic problems of patients in the Hospital.
- f) Extracting information from the patient and observation of causal factors which might be useful to the treatment plan;
- g) Implementing of patient's treatment programme and follow-up on discharge.
- h) Repatriating and reintegrating patients to the community

Qualification and Experience

- a) Diploma in Medical Social Work or its equivalent from a recognized institution.
- b) Registration with Kenya Medical Social Workers Association.
- c) Valid practicing certificate.
- d) Proficiency in computer applications.
- e) Fulfilled the requirements of Chapter Six of the Constitution of Kenya,2010.

43. PHYSIOTHERAPY I/III, JOB GROUP K10 (10 POSTS)

Job Purpose

The officer will be responsible to the Senior Physiotherapist for ensuring patient treatment satisfaction through delivery of efficient and effective physiotherapy services.

Duties and Responsibilities

- a) Assessing, formulating and implementing patient treatment plan.
- b) Carrying out clients functional assessment and formulating intervention measures.
- c) Maintaining record and data relating to patients.
- d) Providing health education to patients and care givers.
- e) Collecting data for operational research.
- f) Protecting patients and support staff by adhering to infection control protocols.
- g) Sensitizing the community on existing and emerging physiotherapy issues.
- h) Implementing and monitoring outpatient and inpatient physiotherapy programmes.
- i) Ensuring compliance with the set standards operating procedures.
- j) Preparing periodic reports.

Qualification and Experience

- a) Degree in Physiotherapy or Diploma in Physiotherapy or equivalent from a recognised institution.
- b) Registration by the Kenya Society of Physiotherapists in Kenya.
- c) Proficiency in Computer applications.
- d) Registration with Physiotherapy Council of Kenya (PCK)
- e) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

44. OCCUPATIONAL THERAPIST I/ III, JOB GROUP K8/K10 (4 POSTS)

Job Purpose

The officer will be responsible to the Senior Occupational Therapist for contribution to patient satisfaction through delivery of efficient and effective Occupational Therapy services.

Duties and Responsibilities

- a) Assessing, formulating and implementing patient treatment plan.
- b) Carrying out client's functional assessment and formulating intervention measures.
- c) Providing health education to patients and care givers.
- d) Maintaining records and data relating to patients.
- e) Collecting data for operational research.
- f) Protecting patients and support staff by adhering to infection control protocols.
- g) Sensitizing the community on existing and emerging Occupational Therapy issues.
- h) Implementing and monitoring outpatient and inpatient Occupational Therapy programmes.
- i) Ensuring compliance with the set standards operating procedures.
- j) Supporting quality Assurance/ OSHE initiatives in the department.
- k) Preparing periodic reports.

Qualification and Experience

- a) Degree in Occupational Therapy or Diploma in Occupational Therapy or its equivalent from a recognised institution.
- b) Registration by the Kenya Occupational Therapy Association of Kenya.
- c) Certificate in Computer applications.
- d) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

45. PUBLIC HEALTH OFFICER I/ III, JOB GROUP K8/K10 (3 POSTS)

Job Purpose

The officer will be responsible to the Senior Public Health Officer for implementation of sanitation and hygiene standards in the Hospital.

Duties and Responsibilities

- a) Inspection for preventive maintenance in the Hospital, Hospital sanitation, healthcare and waste management.
- b) Implementing sanitation and hygiene standards in the Hospital
- c) Mobilizing, sensitizing and advising Hospital peripheral communities on matters relating to environmental health.
- d) Identifying environmental health issues.
- e) Implementing vector, vermin and rodent control measures.
- f) Implementing integrated mosquito control strategies.
- g) Participating in research, teaching and supervising the performance of both medical and non-medical staff as well as students.
- h) Participating in preparation of annual budgets for the department.
- i) Participating in Administrative activities of the department.
- j) Participating in delivery of Hospital strategic plan and performance contract.
- k) Supervision of staff under him/her

Qualification and Experience

- a) Degree in either Environmental/ Health Science or Public Health Inspection or Public Health or Diploma in Environmental Health Science or equivalent qualification from a recognised institution.
- b) Applicants for the Position of Public Health Officer I must have a one (1) year Public Health experience.
- c) Valid Public Health Officers and Technician registration council certificate.
- d) Proficiency in Computer applications.
- e) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

46. HEALTH INFORMATION OFFICER I/III, JOB GROUP K8/K10 (9 POSTS)

Job Purpose

The officer will be responsible to the Senior Health Information Officer for provision of quality health information services in the Hospital.

Duties and Responsibilities

- a) Providing advice on disclosure, confidentiality and exchange of health records and information;
- b) Analyzing health records data;
- c) Carrying out health records and information systems review;
- d) Capturing data from service points;
- e) Disseminating health information where necessary;
- f) Gathering data from different sources/service points;
- g) Coding and indexing of records/diseases and surgical procedures according to international classification of diseases and procedures in medicine;
- h) Analyzing daily bed returns;
- i) Maintaining patients' master index;
- j) Maintaining diagnostic and surgical indices; and
- k) Compiling of medical statistics preparing health records and reports.

Qualification and Experience

- a) Bachelor's Degree in Health Records and Information Management or Diploma in Health Records and Information and Technology or equivalent qualification from a recognised institution.
- b) Membership certificate with AMRO-K
- c) Certificate in Computer Application.
- d) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

47. MARKETING AND COMMUNICATIONS OFFICER I/ASSISTANT, JOB GROUP K8/K10 (2 POSTS)

Job Purpose

The Marketing and Communications Officer/ Assistant will be responsible to the Senior Marketing and Communications Officer for provision of quality marketing and communication services in the Hospital.

Duties and Responsibilities

- a) Information gathering on topical issues within the Hospital;
- b) Verifying its authenticity;
- c) Editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

Qualification and Experience

- a) Degree in any of the following disciplines: Mass Communication, Public Relations, International Relations, Communication Studies, Journalism, International Relations or Diploma in any of the following disciplines: Mass Communication, Public Relations, International Relations, Communication Studies, Journalism, International Relations or any other equivalent qualification from recognized institutions.
- b) Be proficient in computer applications.
- c) Registered with the relevant professional body.
- d) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya,

48. ACCOUNTANT I/III, JOB GROUP K8/K10

Job Purpose

An officer at this level will be responsible to the Senior Accountant in provision of quality accounting services in the Hospital.

Duties and Responsibilities

Preparing and verifying vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.

Qualification and Experience

- a) Bachelor of Commerce in Accounting or Part II of the Certified Public Accountants (CPA) Examination or equivalent qualifications recognised by the Professional Body.
- b) Membership with Institute of Certified Public Accountant of Kenya for those applying for the position of Accountant I.
- c) Proficiency in computer applications.
- d) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

49. HUMAN RESOURCE OFFICER II/ASSISTANT, JOB GROUP K9/K10 (2 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Human Resource Officer in provision of quality Human Resource services.

Duties and Responsibilities

- a) Implementing decisions within the existing rules, regulations and procedures;
- b) Verifying of information relating to recruitment, appointment, deployment and human resource management system;
- c) Issuing personal particulars forms and official secrets declaration forms to newly recruited staff;
- d) Opening and closing official personal staff/general files;
- e) Collecting and keeping bio data for staff;
- f) Processing and computation of all categories of leave;
- g) Raising Authorized Data Sheet(ADS);
- h) Responding to applications for employment letters;
- i) Collecting and collating data for training needs analysis;
- j) Preparing, recording and distributing all out-going Human Resource mails/ documents and other correspondence.
- k) Sorting, filing and dispatching relevant Human Resource mails and other correspondence documents.

Qualification and Experience

- a) Degree in Human Resource Management or Diploma in Human Resource Management or CHRP Part I or equivalent qualification from a recognized institution.
- b) Registered with the Institute of Human Resource Management (IHRM).
- c) Proficiency in computer applications.
- d) Complied with the requirements of Chapter Six (6) of the Constitution of

50. SUPPLY CHAIN MANAGEMENT OFFICER II/ASSISTANT I, JOB GROUPK9/K10 (1 POST)

Job Purpose

The Officer will be responsible to the Senior Supplies Chain Management Officer in provision of timely availability of quality goods and services.

Duties and Responsibilities

- a) Participating in procurement and disposal, planning and inventory control.
- b) Drafting of procurement and disposal programmes, plans, strategies and budgets.
- c) Participating in internal monitoring and evaluation exercise.
- d) Preparing Local Purchase/ Service Orders (LPOs/LSOs).
- e) Participating in the preparation and advertisement of tenders.
- f) Stock taking and disposal of unserviceable and obsolete stores.
- g) Drafting professional procurement opinions.
- h) Evaluating and reviewing requisition, shortages and losses.
- i) Participating in tender opening, evaluation and report writing.
- j) Preparation of professional opinions for awards.
- k) Preparation of award notifications and contract documents.
- l) Participate in contract management.
- m) Processing of payments.

Qualification and Experience

- a) Bachelors Degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management Option), Procurement and Logistics or Professional Diploma in Supply Chain Management or equivalent qualification from a recognised institution.
- b) Membership certificate with the Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Supplies (CIPS).
- c) Evidence of proficiency and knowledge in Computer Applications
- d) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

51. HOSPITAL PATIENT PORTER III (10 POSTS), FOOD PORTER III (9 POSTS) JOB GROUPK14

Job Purpose

An officer at this level will be responsible to the Assistant Chief Nurse and Catering Manager respectively, in the area of deployment for the welfare of patients.

Duties and Responsibilities

- a) Organizing and ferrying patients /food from one point to another.

- b) Escorting stable patients to diagnostic service point (X-Ray, Laboratory etc)
- c) Ensuring safety of patients / food while on transit.
- d) Cleaning stretchers, wheelchairs / food portering equipment, and other tools of trade.
- e) Safe keeping of stretchers and other equipment in storage bays.
- f) Reporting any defects on tools of trade to the Administrative Officers in-charge.
- g) Exchanging empty oxygen cylinders with full cylinders from oxygen plant.
- h) Booking of patients for specific examination (CT Scan, Radiotherapy, X-Ray ETC).

Qualification and Experience

- a) Kenya Certificate of Secondary Education Mean Grade D+ (plus) or its equivalent qualification from a recognized institution.
- b) Training in life saving skills support (Nurse Aid, First AI or Home Based Care).
- c) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya,2010.

52. CATERING MANAGER, JOB GROUPK5 (1 POST)

Job Purpose

The Catering Manager will be responsible to the Head of Department, Administration for provision of quality catering services in the Hospital.

Duties and Responsibilities

- a) Overall coordination of hospitality services;
- b) Formulating, Monitoring and reviewing Hospitality policies and procedures;
- c) Ensuring adherence by all staff to safety and environmental policies and statutory requirements;
- d) Development of human resources management through the department training needs assessment;
- e) Ensuring continuous Staff appraisals;
- f) Planning and budgeting; and
- g) Ensure staff discipline and commendation.

Qualification and Experience

- a) Master's degree in either Hotel and catering Management/Hotel and Hospitality Management or Hospitality and Tourism Management or its equivalent qualification from a recognized institution;
- b) Bachelor's degree in either Hotel and catering Management/Hotel and Hospitality Management or Hospitality and Tourism Management or its equivalent qualification from a recognized institution;
- c) Management Course lasting not less than four(4) weeks from a recognized institution.
- d) Must have a certificate in computer application

- e) Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

53. COOK III, JOB GROUPK14 (3 POSTS)

Job Purpose

The officer will be responsible to the Cateress in charge for provision of quality catering services.

Duties and Responsibilities

- a) Food Preparation, Production and Services.
- b) General cleanliness and hygiene maintenance.
- c) Proper use of equipment and reporting of any defective equipment.
- d) Maintaining of equipment inventory in the section on daily basis.
- e) Supervisory roles for cooks.
- f) Adherence of Standard Recipes and Sops.

Qualification and Experience

- a) Craft Certificate in Food and Beverage Production Sales and Service or its equivalent from a recognised institution.
- b) Kenya Certificate of Secondary Education (KCSE) mean grade D+ plain or its equivalent from a recognised institution.
- c) At least two (2) years experience a cook.
- d) Certificate in Computer Application
- e) Fulfilling Chapter six (6) of the Constitution Kenya, 2010.

54. FAREWELL HOME ASSISTANT III, JOB GROUPK14 (2 POSTS)

Job Purpose

An officer at this level will be responsible for the Senior Farewell Home Attendant in provision of farewell home services in the Hospital.

Duties and Responsibilities

- a) Collecting bodies from wards;
- b) Admitting bodies at the Farewell Home;
- c) Documenting and recording of Data;
- d) Identifying bodies for medico-legal cases;
- e) Preparing bodies for burial including embalming;
- f) Cleaning and dressing of bodies;
- g) Cleaning equipment and instruments used in the Farewell Home; and
- h) Helping relatives in the identification of unknown bodies.

Qualification and Experience

- a) Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution.
- b) Certificate in Mortician course or its equivalent lasting not less than six (6) months from a recognized institution.
- c) Proficiency in computer application.
- d) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

55. THEATRE SERVICES ASSISTANT III, JOB GROUPK14 (10 POSTS)

Job Purpose

An officer at this level will be responsible to the Senior Theatre Services Assistant in provision of services in the theatres.

Duties and Responsibilities

- a) Assisting staff with the movement of patients within the operating theatre;
- b) Maintaining procedure room/operating theatre equipment so as to ensure a clean, safe and efficient environment for patients and staff;
- c) Ensuring operating room table is wiped down, floor clean, linen and rubbish removed at conclusion of each procedure;
- d) Ensuring that patient is positioned securely and safely on the operating table prior to surgery and on the patient trolley at the completion of surgery;
- e) Promoting patient safety at all times;
- f) Collecting and returning all necessary equipment for the procedure and patient safety;
- g) Cleaning of instruments/decontamination processes;
- h) Assembling of operating instruments/set;
- i) Wrapping items for sterilization;
- j) Storing of sterile sets and packs; and
- k) Issuing of sterile sets and packs to operating room staff and maintenance of records.

Qualification and Experience

- a) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent from a recognized institution.
- b) Certificate in Theatre Technician course or its equivalent qualification from a recognized institution.
- c) Fulfilled with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Method of Application

Those interested in applying for the declared vacancies and meet the job specifications are required **to apply online** and submit a hard copy of the **Hospital application form** available in the website with copies of certificates and testimonials **on or before 18th February 2020** to the address below:

**The Chief Executive Officer
Kenyatta National Hospital
P.O Box 20723-00202**

NAIROBI

“Kenyatta National Hospital is an equal opportunity employer and qualified candidates with disabilities are encouraged to apply”.

Please visit our website www.knh.or.ke for full profile of all the advertised positions and the Hospital application form and also the **link to apply online**.

NB: (a) *Only shortlisted candidates will be contacted and must present the following documents during the interview:-*

- A certificate of good conduct from the National Police Service
- EACC Clearance
- Credit Reference Bureau Clearance
- HELB Compliance
- KRA Tax Compliance

(b) **For those applying for the positions above, kindly indicate code:
KNH/OTHAYA 2020**

“Canvassing will lead to automatic disqualification”.