

We are a specialized eye hospital offering comprehensive eye care. We are currently recruiting for various positions in our organization. If interested to join, kindly submit your application letter and CV (not more than 2 pages) on or before 30th November 2020 to: careers@cityeyehospital.or.ke.

1. Ophthalmic Assistant Trainee Program

This is a one year hands on training program on basic eye care targeting young individuals with interest in eye care. Successful candidates after training will be retained in our hospital as Ophthalmic Assistants.

Subject: Ophthalmic Assistant

Minimum Qualifications

- 22-25 years old.
- KCSE Certificate.
- Interest in a career in eye care.
- Basic computer skills.
- Good communication skills and proficient in English.
- Previous work experience in a hospital is an added advantage.

2. Nurse

Working with the nursing team to support day to day operations of the hospital.

Requirements

- Valid nursing council of Kenya license.
- KRCHN/ KRN certificate from a recognized institution.
- Certificate of BLS will be an added advantage.
- At least 2 years working experience in a busy hospital/clinic Environment.
- Previous experience in an eye hospital or clinic is an added advantage.
- Able to start immediately.

3. HR and Admin Officer/Training Coordinator

Summary of the Role:

Manage end to end HR, Admin and Training functions within the hospital.

HR & Admin

- Maintaining human resource staff by recruiting, orienting, and training employees.
- Assist payroll department by providing relevant employee information
- Maintaining human resource records
- Maintaining and updating the company's handbook on policies and procedures.
- Assist in performance management and employee evaluation.
- Dealing with employee grievances and implementing disciplinary procedures.
- Analyzing training needs in conjunction with departmental managers.
- Looking after health, safety and welfare of all employees.
- Perform any other duties assigned by the Chief Operations Officer.

Training

- Create training schedules for all company departments, track and create reports on outcomes.
- Train new hires on company policies and procedures and use the best training methods for a specific purpose or audience.
- Gather and evaluate information from employees and management on previous training to identify weaknesses and areas that need additional training.
- Attend seminars and meetings to learn new training methods and techniques and use the knowledge to prepare and coordinate future training sessions.
- Recruit and train new Trainers, delegate training tasks to the new Trainers and evaluate performance.
- Market company training opportunities to employees and provide information on benefits to encourage participation.
- Inform employees on scheduled training and track their progress.
- Coordinate any other aspect of training as per company requirements

Requirements

- Bachelor's Degree in a Business Related Field
- Higher National Diploma in Human Resource Management
- Extensive knowledge of the Labor Law
- Valid Practicing license from IHRM
- At least 3 years' previous working experience
- Able to work independently
- Able to start immediately
- Previous experience in running a robust employee training program will be a definite advantage.
- Must be aligned to the company values.

4. IT Officer

Job Summary

Responsible for day to day IT functions of the hospital

Duties and responsibilities

- Provide support and advise of all IT related services.
- Ensure that the IT policy is in accordance with the company's business policy and is responsible for maintaining the technology standards of the company while providing for its technical needs.
- To maintain and create backup data for the database system and for internal servers of the company;
- Provide technical expertise and support on all IT related issues within the company.
- Oversee IT budget.
- Network routing, and all other internal and external network communications systems.
- Provide technical advice to the management in decisions relating to the strategic use of IT and make recommendations on acquisition and deployment of new and existing technologies.
- Maintain the staff's e-mail accounts using mail server software on local servers.
- Perform other duties as assigned

Requirements

- University Degree and or Diploma in information systems/computer sciences, or equivalent knowledge, required.
- Three years' professional experience managing an office network.
- Will be required to demonstrate competence in networking systems (LAN, WAN etc.) as well as network access control systems, firewalls, routers.
- Will be required to have had sufficient experience managing an ERP system.
- Professional qualifications in either CCNA, CNP, CENA, MSCE, CISA or Database qualifications SQL, DBMS, RDMBS etc will be an added advantage

Only those shortlisted will be contacted.