

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

KCHS ADMISSIONS & REGISTRATION OFFICER

Reporting to the **PRINCIPAL KCHS**.

Purpose: To glorify God through recruiting students and managing the entire admissions process efficiently by overseeing records management and supporting the planning, organization, and management of all activities related to the admissions office.

Job Duties and Responsibilities

- Assist in managing the admission process in alignment with the College's policies and standards, and provide professional advice, guidance, and support to applicants
- Ensure all applications are assessed accurately and in accordance with the College's admissions requirements, and verify the authenticity of certificates and transcripts from accredited institutions
- Facilitate the administration of entrance exams and coordinate the interview process for prospective students
- Organize and maintain student records, including applications, evidence of academic performance, and entrance interview results, while managing admissions application data in both digital and physical
- Communicate admission decisions to applicants in a timely manner
- Prepare various documents and correspondence, including admission letters for new students and transcripts for current and former students

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree in Business Management, Administration, Education, or a related field
- Minimum of 2-3 years of experience in an admissions or administrative role, preferably in a higher education or health sciences setting
- Strong understanding of the admissions processes and requirements specific to health sciences programs



How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>

Your application should be submitted no later than **Tuesday, June 10, 2025**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

GENERAL INQUIRIES - MAIN HOSPITAL
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MARIRA CLINIC
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NAIROBI CLINIC
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