

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:

GME ASSISTANT

Reporting to the **GME MANAGER**.

Purpose: To glorify God in efficient, compliant and high-quality functioning of Graduate Medical Education programs through administrative and operational support.

Job Duties and Responsibilities

- Coordinate program timelines, schedules, and deliverables to meet accreditation and institutional requirements
- Maintain accurate trainee records, evaluations, onboarding files, licensure, and contracts
- Provide day-to-day administrative support for residents, fellows, interns, and visiting trainees
- Plan and coordinate events including orientation, graduation, recruitment, conferences, and retreats
- Support preparation for graduate medical education site visits and internal reviews
- Serve as a point of contact for program-related communication
- Assist in program budget tracking and expense reporting

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree in Education administration or Business administration or Human Resource or any other related field
- Minimum two years of administrative or coordinator experience
- Familiarity with Graduate Medical Education standards will be an added advantage
- Excellent communication and interpersonal skills
- Ability to work collaboratively in a multicultural environment



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 **Thursday, July 24, 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.

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