



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 INTERN

Reporting to the **MANAGER, GRADUATE MEDICAL EDUCATION**.

Purpose: To glorify God by providing excellent, efficient and compassionate health care at Graduate Medical Education department to ensure smooth running and minimize gaps in service delivery, improve efficiency and ensure timeliness of customer requests.

Job Duties and Responsibilities

- Assisting in preparation of financial reports, memos and invoices
- Maintain office filing and storage systems
- Help in preparation of reports, presentations and data
- Preparation of the training material needed by the trainers
- Receiving and dispatching correspondence from the division

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's Degree in Business Administration, Human Resource Management, Health Administration, or a related field
- Proficient in computer applications including MS Word, Excel, PowerPoint, Outlook, and ability to learn hospital systems
- Strong administrative, organizational and documentation skills with high attention to detail
- Good communication and interpersonal skills, professionalism, integrity and ability to maintain confidentiality
- Self-motivated, well-organized, service-oriented and able to work effectively in a faith-based healthcare and academic environment

GENERAL INQUIRIES - MAIN HOSPITAL
T: 0709 728 200

NAIVASHA MEDICAL CENTER
T: 0733 422 346

MARIRA CLINIC
T: 0735 118 527

NAIROBI CLINIC
T: 0703 133 233



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 **Wednesday, February 11, 2026**. 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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