



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading healthcare institution in Eastern Africa, is seeking to recruit a highly motivated, dynamic, and results-driven professional to fill the position of **Health and Safety Officer**.

The successful candidate will demonstrate a passion for excellence, strong professional ethics, innovation, and a commitment to continuous improvement. The individual must possess the ability to work collaboratively across multidisciplinary teams to enhance patient and staff safety while supporting best clinical and non-clinical practices in alignment with the Hospital's Strategic Plan (2025–2029).

HEALTH AND SAFETY OFFICER

REF: TNH/HHR/HSO /05/2026

Reporting to the Quality Coordinator, the Health and Safety Officer will be responsible for the implementation, coordination, monitoring, and continuous improvement of the Hospital's Occupational Health and Safety Management System (OHSMS) across the Main Hospital and Outpatient Centres (OPCs), ensuring compliance with statutory, regulatory, and international standards including ISO 45001:2018.

ROLES AND RESPONSIBILITIES

Occupational Health & Safety Management

- Coordinating and sustaining the Occupational Health and Safety Management System (OHSMS) and ISO 45001:2018 certification across the Hospital and OPCs.
- Conducting comprehensive hazard identification, risk assessments, and job hazard analyses for all operational activities.
- Developing and implementing safe systems of work and permit-to-work systems for high-risk activities.
- Leading occupational health and safety incident investigations, root cause analyses, and implementation of corrective and preventive actions.
- Ensuring all occupational accidents and incidents are appropriately documented, investigated, and reported to relevant regulatory authorities, including the Directorate of Occupational Safety and Health Services (DOSHS).

Compliance & Regulatory Coordination

- Ensuring compliance with OSHA 2007 and other applicable occupational health and safety regulations.
- Coordinating statutory audits, inspections, regulatory tests, and follow-up actions for the Main Hospital and OPCs.
- Supporting licensing and regulatory compliance requirements related to occupational health and safety.

Policy Development & Risk Management

- Developing, reviewing, and monitoring implementation of occupational health and safety policies, procedures, and standard operating procedures (SOPs), including:

- Emergency preparedness and evacuation plans
- Fire safety management plans
- Radiation safety plans
- Control of Substances Hazardous to Health (COSHH) programmes
- Developing and monitoring occupational health and safety performance indicators using international benchmarks.

Training & Awareness

- Designing and conducting occupational health and safety training and awareness programmes for staff, contractors, and relevant stakeholders.
- Coordinating health and safety committee activities, inspections, drills, and follow-up actions.
- Training departmental inspectors and monitoring implementation of corrective action plans.

Occupational Health Surveillance

- Coordinating occupational medical examinations (pre-employment, periodic, and exit medicals) in liaison with the Designated Health Practitioner (DHP).
- Monitoring implementation of recommendations arising from occupational health assessments.

Digital Systems & Reporting

- Managing OHS-related modules within q-pulse, including inspections, incidents, occurrences, action tracking, and dashboards.
- Preparing weekly and monthly OHS performance reports and escalation dashboards for Management and Heads of Departments.

Stakeholder Engagement

- Collaborating with contractors, external service providers, and regulatory agencies on occupational health and safety matters.
- Supporting continuous improvement initiatives across all Hospital departments and OPCs.

Any Other Duties

- Performing any other duties as may be assigned by Management from time to time.

QUALIFICATION AND EXPERIENCE

The ideal candidate should possess:

- Bachelor's Degree in Occupational Health and Safety, Environmental Science, or a related field.
- Minimum of five (5) years' relevant experience in occupational health and safety, preferably within a healthcare environment.
- Professional certification or registration with relevant bodies such as DOSHS, NEMA, NEBOSH, or equivalent.
- Demonstrated experience in implementation and maintenance of ISO 45001:2018 and OSHA compliance programmes.
- Training and practical experience in Quality Management Systems (QMS), Environmental Management Systems (EMS), Kaizen/5S, and integrated management systems will be an added advantage.
- Proficiency in use of digital quality and incident management systems such as q-pulse is desirable.

CORE COMPETENCIES

The successful candidate should demonstrate:

- Strong understanding and interpretation of occupational health and safety legislation, standards, and best practices.
- Excellent analytical, investigative, and problem-solving skills.

- Strong interpersonal and stakeholder engagement skills with the ability to influence change.
- Effective communication and presentation skills.
- High levels of integrity, professionalism, and accountability.
- Strong organizational and follow-up skills with keen attention to detail.
- Ability to work independently and manage competing priorities effectively.
- Proactive mindset with the ability to anticipate risks and implement preventive measures.
- Commitment to high performance standards and continuous improvement.
- Team-oriented, collaborative, and adaptable approach to work.

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **5th June, 2026**. We shall **ONLY** accept **ONLINE** applications.

We appreciate all applications received. While we may not be able to provide individual feedback to all applicants due to the high number of applications received, please know that we value your interest and the time you invested in engaging with us. Only shortlisted candidates will be contacted at each stage of the recruitment process. If you do not hear from us after completion of the interviews, kindly consider your application unsuccessful.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

Head of Human Resources

The Nairobi Hospital

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NAIROBI

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