



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

www.kutrrh.go.ke

CAREER OPPORTUNITIES

JOB DESCRIPTIONS

1. DIRECTOR, ADMINISTRATION & CORPORATE SERVICES - V/FT/73/2022 – 1 POST

Position Summary

Reporting to the CEO, the Director – of Administration & Corporate Services' job is responsible for providing leadership, oversight and direction for smooth, effective and efficient operation of hospital administration department at KUTRRH.

Main Duties and Responsibilities

- i. Sit as a member of the hospital management committee.
- ii. Provide transformational leadership in the areas of Administration, Corporate Affairs, and Partnerships.
- iii. Support the CEO in ensuring that the Hospital operates in accordance with the mission and policies set by the Board of Directors.
- iv. Develop and foster effective collaboration between various departments, staff leadership and other affiliated services to ensure an integrated approach to providing services and fulfilling the Hospital's vision, mission and mandate.
- v. Oversee the hospital's physical facilities and be responsible for the maintenance of all facilities and equipment.
- vi. Work with the hospital's leadership, serving as a resource to reduce costs, enhance revenues, achieve goals and objectives, analyze and utilize information to develop and support management decisions.
- vii. Develop and work towards ensuring appropriate administrative and staffing structures for the hospital.
- viii. Oversee quality management teams.
- ix. Participate in the organization's strategic planning.
 - x. Lead the annual goal-setting process and participate in the development of strategic plans of the Corporate Services Directorate to realize the mission of the Hospital.
 - xi. Collaborates with the Hospital management to plan and implement strategic and operational plans.
 - xii. Ensure that the culture of KUTRRH is team-based, fact-based, customer-based, and works towards the achievement of KUTRRH Vision.
 - xiii. Ensure that the Hospital is accredited nationally and internationally.
 - xiv. Representation in professional forums and compliance with regulatory and statutory bodies.

Minimum Qualifications

- i. Bachelor's Degree in Business Administration, Education or any Social Science related field from a recognized university.
- ii. Master's Degree in Administration, or relevant field from a recognized university.
- iii. Any qualification in Public Relations, MBA or a Doctorate Degree will be an added advantage.
- iv. Senior Management Professional Course lasting not less than 6 weeks.



- v. Computer literate
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Registration with the relevant professional body if applicable
- ix. Project Management Certification
- x. At least 15 years of working experience, five (5) of which should have been in a senior administrative /management position.

Soft skills required for the job

- i. Communication skills
- ii. Leadership skills
- iii. Supervisory skills
- iv. Team building skills
- v. Observation skills
- vi. Analytical skills
- vii. Organizational skills
- viii. Ability to work under pressure

2. DIRECTOR – STRATEGY, PLANNING AND DEVELOPMENT – V/FT/74/2022

Position Summary

Reporting to the CEO, the Director – Strategy, Planning & Development’s job is responsible for providing leadership, oversight and direction for smooth, effective and efficient operation of the directorate and the Hospital at KUTRRH.

Main Duties and Responsibilities

- i. Plan and develop strategies to execute the hospital vision, mission, and core mandate efficiently and effectively.
- ii. Establish, lead and integrate the strategy, planning, and development directorate’s activities into the overall hospital operations.
- iii. Coordinate the strategy development and planning activities of all the directorates with close liaison with the Chief Operating Officer and the Chief Executive Officer.
- iv. Provide transformational leadership, and be a change agent taking a lead role in change management initiatives across the Hospital
- v. Plans, organizes, and directs the overall operation of the Planning, Strategy and Development Directorate;
- vi. Responsible for current and long-term planning projects;
- vii. Formulate, implement and ensure compliance with policies, strategies, regulations and guidelines relating to strategy and planning, performance management, compliance and infrastructure development.
- viii. Advising management on policies, strategies, regulations and guidelines relating to strategy and planning, performance management, compliance and infrastructure development.
- ix. Development and review of the strategic plan, annual work plans, and performance contracts.
- x. Monitoring and Evaluation of implementation of the Hospital’s strategic plan.
- xi. Submit hospital performance contract reports to the CEO quarterly/annually.
- xii. Coordinate, formulate and analyze the Hospital Performance contract.



- xiii. Coordinate identification, analysis, and compilation of performance targets for various directorates and/or departments relating to the Hospital Strategic Plan.
- xiv. Identify, preparation, monitoring and evaluation of development projects and programs.
- xv. Conduct visibility studies, determining projects viability and setting project priorities.
- xvi. Develop a comprehensive baseline infrastructure for evaluating target areas.
- xvii. Coordinate development and maintenance of internal roads, buildings, fences, and telecommunication and mechanical services.
- xviii. Monitor and evaluate Government of Kenya and donor funded projects to ensure that they are completed in good time.
- xix. Oversee the development and maintenance of buildings and Hospital grounds.
- xx. Oversee preparations and review of designs for infrastructure development.
- xxi. Develop and implement sound infrastructure, maintenance and development policies, systems, regulations, procedures, strategies and programmes.

Minimum Qualifications

- a. Bachelor's Degree in Commerce, Education, Economics or any related field from a recognized university.
- b. Master's in Business Administration, Strategic Management Policy, or relevant and related field from a recognized university.
- c. Senior Management professional course not lasting less than 6 weeks
- d. PhD is an added advantage
- e. Certification in any financial course will be an added advantage.
- f. At least 15 years of working experience, five (5) of which should have been in a senior administrative /management position.

Soft skills required for the job

- i. Communication skills
- ii. Leadership skills
- iii. Supervisory skills
- iv. Team building skills
- v. Observation skills
- vi. Analytical skills
- vii. Organizational skills
- viii. Ability to work under pressure

3. RHEUMATOLOGIST - V/FT/75/2022 - 1 POST

Position Summary

The Rheumatologist coordinates and provides specialized rheumatology services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Reviewing patients and instructing in writing and ensuring all the recommendations are carried out.
- ii. Undertaking on call duties including clerking, investigating, and managing patients.
- iii. Conducting ward rounds, clinics and theatre days as scheduled/directed.
- iv. Conduct medical research
- v. Training, supervising, and mentoring Clinical Officers, Medical Officers, Medical Interns, and other students.
- vi. Undertaking medico-legal duties including filling of P.3 forms and court attendance.



- vii. Undertaking medical examinations and preparing Medical Reports.
- viii. Participating in community outreach duties including care and treatment.
- ix. Ensuring data and information is collected, transmitted, and utilized to the benefit of the customer and service provider.
 - x. Conducting disease surveillance, prevention, and control.
 - xi. Carrying out health education and promotion.
 - xii. Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- xiii. Establish plan of care for patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital.
- xiv. Any other duties as directed by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Pediatrics and Child Health or Internal Medicine from a recognized institution.
- iii. Subspecialty/fellowship training in Rheumatology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Knowledge of relevant legislations.
- ix. Knowledge of professional standards.
- x. Proficiency in computer applications.
- xi. Proven track record of medical research and training.
- xii. At least one (1) year of working experience as a Rheumatologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Compassionate skills
- v. Team player
- vi. Leadership skills
- vii. Ability to work under pressure

4. NEUROSURGEON - V/FT/76/2022 - 1 POST

Position Summary

The Neurosurgeon coordinates and provides specialized neurosurgery services and participate in research in the area of specialization.

Main Duties and Responsibilities

- i. Diagnose, assess and perform surgery on disorders affecting the central nervous system (brain and spinal cord) and the peripheral nervous system.
- ii. Treat a wide range of conditions ranging from trauma, tumors, strokes, to infections or degenerative and congenital conditions.
- iii. Monitoring patients after surgery as complications can arise.
- iv. Look after patients' families before and after.
- v. Reviewing patients in outpatients' clinics, in wards and in emergency departments.
- vi. Instructing in writing and ensuring all the recommendations are carried out.
- vii. Undertaking on call duties including clerking, investigating and managing patients.



- viii. Conducting ward rounds, clinics and theatre days as scheduled/directed.
- ix. Conduct medical research.
- x. Training, supervising and mentoring Clinical Officers, Medical Officers, Medical Interns and other students.
- xi. Undertaking medical examinations and preparing Medical Reports.
- xii. Ensuring data and information is collected, transmitted and utilized to the benefit of the patient and service provider.
- xiii. Conducting disease surveillance, prevention and control.
- xiv. Carrying out health education and promotion.
- xv. Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- xvi. Establish plan of care for patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital.
- xvii. Any other duties as directed by the Head of the Department.

Minimum Qualifications

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Neurosurgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proficiency in computer applications.
- x. Proven track record of medical research and training.
- xi. At least one (1) year of working experience as a Neurosurgeon in a busy hospital.

Soft skills required for the job

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Compassionate skills
- v. Team player
- vi. Leadership skills
- vii. Ability to work under pressure

5. TUTORS IN ONCOLOGY NURSING - V/FT/77/2022 – 2 POSTS

Position Summary

This position is responsible for delivery of quality instruction to Nursing Trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.



- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN)/DAN.
- ii. Must be a holder of at least a post-basic diploma in specialized nursing.
- iii. Must have a minimum possession of a Diploma in Medical education of DAN/BSCN or its equivalent, approved by the Nursing Council of Kenya.
- iv. Must have a post-graduate diploma in Oncology.
- v. A Master's Degree will be an added advantage.
- vi. Must be able to provide instruction at various levels within the program areas.
- vii. Must have experience in developing course curriculum as per accreditation and international standards.
- viii. Must possess specialist knowledge and the ability to operate specialist programs and equipment.
- ix. Must have effective presentation skills, both theoretical and practical.
- x. Must have a proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xi. Must have a minimum of three (3) years teaching/training experience within a relevant educational/clinical setting.
- xii. Must have at least 5 years' experience in a hospital providing primary care.
- xiii. Registered with the Nursing Council of Kenya and possess a valid practice license.

Soft Skills Required

- i. Excellent verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization.
- ii. A high degree of computer literacy and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- iii. Superior interpersonal skills and teamwork.
- iv. High degree of professionalism and ethics.
- v. Research and development skills.

6. TUTORS IN CRITICAL CARE NURSING - V/FT/78/2022 – 2 POSTS

Position Summary

This position is responsible for delivery of quality instruction to Nursing Trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN)/DAN.
- ii. Must be a holder of at least a post-basic diploma in specialized nursing.
- iii. Must have a minimum possession of a Diploma in Medical education of DAN/BSCN or its equivalent, approved by the Nursing Council of Kenya.
- iv. Must have post-graduate Diploma in Critical Care.
- v. A Master's Degree will be an added advantage.
- vi. Must be able to provide instruction at various levels within the program areas.
- vii. Must have experience in developing course curriculum as per accreditation and international standards.



- viii. Must possess specialist knowledge and the ability to operate specialist programs and equipment.
- ix. Must have effective presentation skills, both theoretical and practical.
- x. Must have a proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xi. Must have minimum of three (3) years teaching/training experience within a relevant educational/clinical setting.
- xii. Must have at least 5 years' experience in a hospital providing primary care.
- xiii. Registered with the Nursing Council of Kenya and possess a valid practice license.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.
- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.

Soft Skills Required

- i. Excellent verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization.
- ii. A high degree of computer literacy and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- iii. Superior interpersonal skills and teamwork.
- iv. High degree of professionalism and ethics.
- v. Research and development skills.

7. TUTORS IN PERI-OPERATIVE NURSING - V/FT/79/2022 - 2 POSTS

Position Summary

This position is responsible for the delivery of quality instructions to Peri-Operative Nursing trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.
- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.
- vii. Any other duties as may be assigned by the Head of the Department.

Minimum Qualification and Experience



- i. Bachelor's degree in Nursing (BSCN), Diploma in Advanced Nursing (DAN) or its equivalent, approved by the Nursing Council of Kenya.
- ii. At least a post-basic Diploma or a HND in Peri-Operative Nursing.
- iii. Registered with the Nursing Council of Kenya and possess a valid practice license.
- iv. Able to provide instructions at various levels within the program areas.
- v. Experience in developing course curriculum as per accreditation and international standards.
- vi. Possess specialist knowledge and the ability to operate specialist programs and equipment.
- vii. Proficiency in computer application.
- viii. Demonstrated competency to interact with people at all levels of the organization.
- ix. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- x. Demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xi. At least five (5) years' experience in a hospital providing primary care with a minimum of two (2) years teaching/training experience within a relevant educational/clinical setting.
- xii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.

Soft Skills Required

- i. Excellent verbal and written communication skills
- ii. Effective presentation skills, both theoretical and practical.
- iii. Interpersonal skills
- iv. Team player
- v. High degree of professionalism and ethics
- vi. Research and development skills
- vii. Organizational skills

8. TUTORS IN NEPHROLOGY NURSING - V/FT/80/2022 - 2 POSTS

Position Summary

This position is responsible for delivery of quality instructions to Nephrology Nursing trainees, in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Duties and Responsibilities

- i. To teach and examine courses through lectures, seminars and supervision.
- ii. Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- iii. Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- iv. Evaluate academic progress of students, record findings and devise action plans where necessary.
- v. Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- vi. Perform any other duty that may be assigned by the supervisor or the Hospital Management.
- vii. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor's degree in Nursing (BSCN), Diploma in Advanced Nursing (DAN) or its equivalent, approved by the Nursing Council of Kenya.



- ii. Holder of at least a post-basic Diploma or a HND in Nephrology Nursing.
- iii. Registered with the Nursing Council of Kenya and possess a valid practice license.
- iv. Be able to provide instructions at various levels within the program areas.
- v. Have experience in developing course curriculum as per accreditation and international standards.
- vi. Possess specialist knowledge and the ability to operate specialist programs and equipment.
- vii. Proficiency in computer application.
- viii. Demonstrated competency to interact with people at all levels of the organization.
- ix. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- x. Demonstrated ability to integrate technology into the learning environment and teaching methodology
- xi. At least five (5) years' experience in a hospital providing primary care with minimum of two (2) years teaching/training experience within a relevant educational/clinical setting.
- xii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.

Soft Skills Required

- i. Excellent verbal and written communication skills
- ii. Effective presentation skills, both theoretical and practical.
- iii. Interpersonal skills
- iv. Team player
- v. High degree of professionalism and ethics
- vi. Research and development skills
- vii. Organizational skills
- viii. Observational skills

9. ONCOLOGY NURSES - V/FT/81/2022 - 6 POSTS

Position Summary

Reporting to the Nurse In-charge - Oncology, the Oncology Nurse's job exists to provide oncology nursing services and care to cancer patients, support oncologists in the oncology unit, provide nursing research and training, and advise on the same at KUTRRH.

Duties and Responsibilities

- i. Ensure, in collaboration with the Oncologists, that the unit has properly functioning machinery, equipment and materials required to support delivery of oncology services in the unit of the hospital.
- ii. Deliver quality nursing services and nursing to care patients in accordance with the set nursing standards and as per the policies and procedures of the Hospital.
- iii. Receive, register and record patients and record their personal data and prepare them to be seen and examined by the oncologists in the Oncology unit of the Hospital.
- iv. Explain procedures and discuss test results or prescribed treatments to patients and monitor their conditions and progress and reevaluate treatments as necessary in the Oncology unit of the Hospital.
- v. Provide filed patient records, medical reports, test results, or examination information to diagnose medical condition of patient to the oncologists before treatment in the unit of the Hospital.
- vi. Support the oncologists to administer treatment and other medical procedures and prepare patients for oncology surgical operations and other medical procedures in the Oncology unit of the Hospital.
- vii. Administer prescribed therapy, medication, and other specialized medical care to treat or prevent illness, disease, or injury to patients in the oncology unit of the Hospital.



- viii. Monitor patients' progress and response to medication and other therapies after oncology surgical operations and other medical procedures in the Hospital.
- ix. Support oncology patients manage cancer-related pain, effects of medication and other therapies in the cancer unit of the Hospital.
- x. Provide nursing research and training to students in Oncology unit of the Hospital.
- xi. Mentor and guide junior nursing officers, interns and students in the oncology unit of the Hospital.
- xii. Any other duties as directed by the Head of the Department.

Minimum Qualifications and Experience

- i. Diploma in Nursing from a recognized institution.
- ii. Higher Diploma in Oncology Nursing from a recognized institution.
- iii. Bachelor of Science Degree in Nursing will be an added advantage.
- iv. Registration with the Nursing Council of Kenya.
- v. Valid Practice License.
- vi. Must have a Certificate in a course in life saving.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proficiency in computer applications.
- x. At least two (2) years' working experience as an Oncology Nurse in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

10. ENDOSCOPY TECHNICIAN - V/FT/82/2022- 4 POSTS

Position Summary

The Endoscopy Technician will prepare and maintain the medical facilities instruments, equipment, and sterile environments necessary for gastroenterology procedures. The Technician performs assistance duties during advanced endoscopic procedures (i.e. ERCP) under the supervision of the medical specialty and the Nursing Officer;

Main Duties and Responsibilities

- i. Works collaboratively with the nursing staff, medical staff and all members of the health care team;
- ii. Demonstrates professionalism through communication, education and participation as a team member;
- iii. Responsible for the safe, quality care, and safety of patients who come under his/her care.
- iv. Preparing a suite or room for an endoscopy procedure
- v. Maintaining or repairing endoscopy equipment
- vi. Reprocessing (sterilizing) moderate to complex endoscopy equipment
- vii. Collecting specimens from a patient
- viii. Ensuring equipment is in proper working order before a procedure
- ix. Prepares patients for procedures by reviewing medical history, appropriately positioning patient and cleaning/shaving/numbing testing sites as appropriate.



- x. Interprets, describes and reports test results. Recognizes recording errors and artifacts and reacts appropriately.
- xi. Monitors patient prior to, during and after procedures and promptly reports any abnormal findings in patient's condition.
- xii. Performing direct patient care activities and monitor each patient's vital signs.
- xiii. Stock supplies, work with specimens, and keep work areas clean.

Minimum Qualifications

- i. G.I./Endoscopy diploma or degree with an accredited Surgical Technician program is required.
- ii. Minimum Experience/Knowledge: two (2) years of previous GI Lab/Endoscopy experience required.
- iii. One year of Advanced endoscopy (i.e. ERCP) procedure experience preferred.
- iv. Basic Life Support Certification for Healthcare Providers through the Red Cross or a similar agency required.

Soft skills required for the job

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

11. MEDICAL GASTROENTEROLOGIST - V/FT/83/2022 – 1 POSTS

Position Summary

The Gastroenterologist coordinates and provides specialized gastroenterology services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Performing specialized diagnostic procedures like endoscopies to diagnose patients.
- ii. Managing both inpatients and outpatients with gastrointestinal disorders.
- iii. Consulting with other specialists, such as oncologists, in the case of cancer.
- iv. Performing advanced GI procedures such as ERCP, stenting of the esophagus, dilation of strictures etc.
- v. Should be able to supervise registrars and medical students.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in internal medicine from a recognized institution.
- iii. Fellowship in Gastroenterology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Gastroenterologist in a busy hospital.

Soft Skills Required

- i. Communication skills



- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

12. CLINICAL PATHOLOGIST –V/FT/84/2022 – 1 POST

Position Summary

The Clinical Pathologist coordinates and provides specialized clinical pathology services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Perform and report bone marrow aspirates and trephine biopsy, report and interpret peripheral blood films.
- ii. Reporting and interpretation of specialized tests in hematology e.g. flow cytometry.
- iii. Management of quality processes in chemical pathology.
- iv. Interpretation of culture and sensitivity results and annual antibiogram data.
- v. Coordinate and provide laboratory services and service delivery in the laboratory unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- vi. Supervise laboratory staff together with their services, in the laboratory unit of the hospital to ensure that they offer timely laboratory services within the expected standards, complying with the established ethics and regulations in the hospital.
- vii. Ensure and coordinate continuous training and development of pathology staff for their effective and efficient performance and productivity in the hospital.
- viii. Coordinate and provide laboratory research and training within the hospital.
- ix. Monitor and evaluate progress and achievement of the laboratory unit and services, research and training programs in the hospital.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Pathology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least one (1) year of experience as a Clinical Pathologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player



13. CLINICAL PHARMACIST - V/FT/85/2022 – 2 POSTS

Position Summary

The Clinical Pharmacist's job exists to coordinate and provide specialized clinical pharmacist services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Attend doctors' rounds in the medical ward consulting with the physicians and other health care providers in selecting the medication therapy that best meets the patient's needs and contributes effectively to the overall therapy goals.
- ii. Conduct medication reviews and develop effective medication plans that minimize the risk of adverse side-effects.
- iii. To offer drug information to consultants, physicians, nurses, and other health care providers of the hospital.
- iv. To participate in the review and update of the KUTRRH Formulary to enable optimal drug usage.
- v. To serve as an active member and to give professional advice to the Antibiotic Stewardship, Medicines and Therapeutic, Infection Control, and other Advisory Committees as appropriate.
- vi. Develop clinical pharmacy practice programs according to policies and regulations.
- vii. Conduct regular clinical audits and other improvement activities.
- viii. Prevent, detect, resolve and document medication errors and make appropriate evidence-based, patient-centered medication therapy recommendations as part of the interdisciplinary team.
- ix. Participating in departmental education activities.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Pharmacy from a recognized institution.
- ii. Master's Degree in Clinical Pharmacy from a recognized institution.
- iii. Registered with the Pharmacy & Poisons Board.
- iv. Valid practice license.
- v. Professional Insurance indemnity cover.
- vi. Proficiency in computer applications.
- vii. Experience with an online prescription system is an added advantage.
- viii. Ability to organize workload and identify priorities appropriately.
- ix. At least one (1) year working experience as a Clinical Pharmacist (Critical Care) in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player



14. DERMATOLOGIST - V/FT/86/2022 - 1 POST

Position Summary

The Hospital Dermatologist coordinates and provides specialized dermatology services and participate in research in the area of specialization.

Main Duties and Responsibilities

- i. Recommend treatment options for skin cancer, along with common skin conditions such as acne and eczema.
- ii. They evaluate moles, birthmarks, rashes, and other features to detect any signs of illness or abnormal development.
- iii. They perform routine screenings and educate patients about risk factors and symptoms of skin cancer and other diseases.
- iv. Diagnoses and treats conditions of the mucous membranes, scalp, hair and nails.
- v. Care for adult and pediatric patients.
- vi. Examine the patient's skin for any abnormalities or cancers.
- vii. As required, requests and performs biopsies, sample tissue collection, and other tests.
- viii. Examine the results of the patient's tests.
- ix. Patients are counseled and educated on cleanliness, nutrition, and illness prevention.
- x. Liposuction, laser resurfacing, and microscopic treatments are some of the cosmetic procedures you may do.
- xi. Set patient goals and go over the treatment plan with them.
- xii. Establish patient timetables, tasks, and medical requirements.
- xiii. Develop pharmaceutical or skin therapy treatment regimens to assist patients in achieving their goals.
- xiv. Prescribe medicines, hormonal agents, or topical therapies to patients, and keep track of their consumption.
- xv. For advanced skin disorders or cancer, recommend surgeons or other therapies.
- xvi. Consult surgeons on patient procedures.
- xvii. Keep track of the patient's progress and records, including symptoms, medicines, and therapies.

Minimum Qualifications

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Dermatology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council as a Dermatologist.
- iv. Valid Practice License.
- v. Professional Insurance Indemnity Cover.
- vi. Recognition as a specialist by the KMPDC.
- vii. Proficiency in computer applications.
- viii. At least one year's working experience as a Dermatologist.

Soft skills required for the job

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Supervisory skills
- vi. Compassionate



15. UROLOGIST - V/FT/87/2022 - 1 POST

Position Summary

The Urologist's job exists to coordinate and provide specialized services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Examining, diagnosing, and treating patient conditions and disorders of the genitourinary systems.
- ii. Documenting and reviewing patients.
- iii. Ordering, performing, and interpreting diagnostic tests.
- iv. Using specialized equipment, such as fluoroscopes, radiofrequency ablation machines and laparoscopes.
- v. Performing abdominal, pelvic, or retroperitoneal surgeries when necessary.
- vi. Treating lower urinary tract dysfunctions.
- vii. Providing Urology consultations or referring patients to other specialists.
- viii. Directing nurses, residents, and allied staffs.
- ix. Any other duties as may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- ix. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- x. Master of Medicine in Surgery (Urology) from a recognized institution.
- xi. Registration with the Kenya Medical Practitioners and Dentists Council as a urologist.
- xii. Valid Practice License.
- xiii. Professional Insurance Indemnity Cover.
- xiv. Recognition as a specialist by the KMPDC.
- xv. Proficiency in computer applications.
- xvi. At least one year' working experience as a Urologist in a busy hospital.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Supervisory skills
- vi. Compassionate

16. ADVANCED ENDOSCOPY NURSE- V/FT/88/2022 - 4 POSTS

Position Summary

The incumbent of the position assists the medical specialist with endoscopic procedures. Their primary responsibilities include answering patient questions and addressing their concerns, observing patient vital signs, and administering the necessary patient medication.

Main Duties and Responsibilities

- i. Offer best practice paradigms in routine endoscopic care and the latest advances in therapeutic and interventional endoscopy.
- ii. Help with the screening, diagnosis and treatment of gastrointestinal and respiratory disorders, thereby helping physicians enhance the health and wellbeing of patients.
- iii. Assist endoscopist during the procedure.
- iv. Assist anaesthetist during the procedure.



- v. Preventing infection and quality assurance.
- vi. Vital signs monitoring.
- vii. Patient assessment and preparation for the procedure.
- viii. Explain what to expect from the procedure.
- ix. Prepare the endoscopy room with the right instruments and devices.
- x. Assisting the surgical team during endoscopic procedures; providing patient care before, during, and after the procedure; and educating patients about treatment.

Minimum Qualifications

- i. Diploma in Nursing from a recognized institution.
- ii. Additional qualification in Advanced Endoscopy Nursing from a recognized institution.
- iii. Bachelor of Science Degree in Nursing will be an added advantage.
- iv. Registration with the Nursing Council of Kenya.
- v. Valid Practice License.
- vi. Must have a Certificate in a course in life saving.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proficiency in computer applications.
- x. At least two (2) years' working experience as an Advanced Endoscopy Nurse in a reputable hospital.

Soft skills required for the job

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Supervisory skills
- vi. Compassionate

17. PAEDIATRIC NEPHROLOGIST- V/FT/89/2022 - 1 POST

Position Summary

The Paediatric Nephrologist coordinates and provides specialized paediatric nephrology services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Reviewing patients and instructing in writing and ensuring all the recommendations are carried out.
- ii. Undertaking on call duties including clerking, investigating and managing patients.
- iii. Conducting ward rounds, clinics and theatre days as scheduled/directed.
- iv. Conduct medical research
- v. Training, supervising and mentoring Clinical Officers, Medical Officers, Medical Interns and other students.
- vi. Undertaking medical examinations and preparing Medical Reports.
- vii. Participating in community outreach duties including care and treatment.
- viii. Ensuring data and information is collected, transmitted and utilized to the benefit of the customer and service provider.
- ix. Conducting disease surveillance, prevention and control.
- x. Carrying out health education and promotion.



- xi. Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- xii. Establish plan of care for patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital.
- xiii. Any other duties as directed by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Pediatrics and Child Health from a recognized institution.
- iii. Subspecialty / fellowship training in pediatric nephrology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Paediatric Nephrologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

18. PAEDIATRIC CARDIOLOGIST – V/FT/90/2022 - 1 POST

Position Summary

The Paediatric Cardiologist coordinates and provides specialized paediatric cardiology services and participate in research in the area of specialization.

Main Duties and Responsibilities

- i. Reviewing patients and instructing in writing and ensuring all the recommendations are carried out.
- ii. Undertaking on call duties including clerking, investigating and managing patients.
- iii. Conducting ward rounds, clinics and theatre days as scheduled/directed.
- iv. Conduct medical research
- v. Training, supervising and mentoring Clinical Officers, Medical Officers, Medical Interns and other students.
- vi. Undertaking medical examinations and preparing Medical Reports.
- vii. Participating in community outreach duties including care and treatment.
- viii. Ensuring data and information is collected, transmitted and utilized to the benefit of the customer and service provider.
- ix. Conducting disease surveillance, prevention and control.
- x. Carrying out health education and promotion.



- xi. Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- xii. Establish plan of care for patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital.
- xiii. Any other duties as directed by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Pediatrics and Child Health from a recognized institution.
- iii. Subspecialty / fellowship training in pediatric cardiology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Paediatric Cardiologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

19. NEUROLOGIST – V/FT/91/2021 – 1 POST

Position Summary

The Neurologist coordinates and provides specialized neurological services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Diagnose complex medical problems by referring to a patient's history, examining them and conducting neurological tests.
- ii. Counsel patients on neurological disorders and its background.
- iii. Order neurological tests and interpret the results of neuroimaging studies.
- iv. Prescribe and/or administer treatment and medication.
- v. Monitor the behavioral and cognitive side effects of treatment and medication.
- vi. Order supportive care services for patients.
- vii. Participate in neuroscience research activities.
- viii. Liaise with medical professionals in the community and hospitals.
- ix. Keep up-to-date with neurological developments, treatment and medication.
- x. Perform specialized treatments for sleep disorders, neuroimmunology, neuro-oncology, behavioral neurology and neurogenetics.
- xi. Perform and interpret electroencephalography, electromyography and nerve conduction velocity tests.



Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in internal medicine from a recognized institution.
- iii. Fellowship in Neurology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Neurologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

20. VASCULAR AND ENDOVASCULAR SURGEON – V/FT/92/2022 - 1 POST

Position Summary

The Vascular and Endovascular Surgeon coordinates and provides specialized vascular and endovascular services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Should be able to conduct surgeries on the heart, lung and other chest organs.
- ii. Management of patients in the outpatient clinic, inpatient wards and ICU.
- iii. Should be able to prepare patients for surgeries in consultation with other specialists like cardiologists, pulmonologists etc.
- iv. Participate in continuous medical education. v. Supervise junior doctors, registrars and other allied healthcare workers.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Cardiothoracic Surgery from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least one (1) year working experience as a Cardiothoracic Surgeon in a busy hospital.

Soft Skills Required

- i. Communication skills



- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

21. TRANSPLANT SURGEON – V/FT/93/2022 - 2 POSTS

Position Summary

The Transplant Surgeon coordinates and provides specialized surgical services and participate in research in the area of specialization.

Main Duties and Responsibilities

- i. Reviewing patients and instructing in writing and ensuring all the recommendations are carried out.
- ii. Undertaking on call duties including clerking, investigating and managing patients.
- iii. Conducting ward rounds, clinics and theatre days as scheduled/directed.
- iv. Conduct medical research
- v. Training, supervising and mentoring Clinical Officers, Medical Officers, Medical Interns and other students.
- vi. Undertaking medical examinations and preparing Medical Reports.
- vii. Participating in community outreach duties including care and treatment.
- viii. Ensuring data and information is collected, transmitted and utilized to the benefit of the customer and service provider.
- ix. Conducting disease surveillance, prevention and control.
- x. Carrying out health education and promotion.
- xi. Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- xii. Establish plan of care for patients, centered on slowing the progress of their disease or disorder, and incorporate diet and lifestyle changes, as well as monitored medications within or without the hospital.
- xiii. Any other duties as directed by the Head of the Department.

Minimum Qualifications

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in General Surgery from a recognized institution.
- iii. Subspecialty / fellowship training in Transplant Surgery from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Valid Practice License
- vi. Professional Insurance Indemnity Cover
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proficiency in computer applications.
- x. Proven track record of medical research and training.
- xi. At least one (1) year working experience as a Transplant Surgeon in a busy hospital.

Soft skills required for the job

- i. Communication skills



- ii. Leadership skills
- iii. Supervisory skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

22. BREAST CANCER SURGEON – V/FT/94/2022 - 4 POSTS

Position Summary

The Breast Surgeon will coordinate and provide comprehensive breast cancer and breast tumor surgical services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Contribute to the design, launch, operationalization, and leadership of the Breast Cancer Center of Excellence
- ii. Provide breast surgical services including breast oncology services in the Breast Cancer Center of Excellence ensuring that services offered are aligned with the hospital's vision of providing excellent, world-class care.
- iii. Coordinate breast surgery referral services within and outside the Hospital according to the breast cancer surgery services needs in collaboration with other hospitals, sections and units and within the framework of the Hospital and National Referral policies.
- iv. Offer timely breast (oncology) surgical services within the expected standards, complying with the established ethics and regulations in the Hospital.
- v. Engage in medical research on breast cancer care in collaboration with external partners and within the Breast Cancer Center of Excellence.
- vi. Provide training to junior doctors, including students, residents, medical officers and fellows on breast surgery care
- vii. Lead regular CMEs and other training programs such as journal club to elevate knowledge of current practices in breast surgery.
- viii. Provide specialized breast (oncology) surgical services advice to the Hospital executive and other sections/units.
- ix. Work with other medical specialists to solve single or multiple medical issues or perform extensive surgery, as required by patients in the Hospital.
- x. Lead in breast cancer sensitization and outreach services.
- xi. Lead in review of breast cancer and breast disease patients in the outpatient clinic.
- xii. Review breast disease patients in oncology and other wards.
- xiii. Perform ultrasound guided and clinical core biopsies.
- xiv. Discuss breast cancer and breast disease patients in the MDT.
- xv. Carry out breast surgeries including mastectomy, breast conservation surgery, sentinel lymph node biopsy, oncoplastic procedures, immediate as well as delayed reconstruction procedures.
- xvi. Follow up patients post operatively and decide on their management path along with other care teams.

Minimum Qualifications and Experience

- xii. Bachelor of Medicine and Surgery from a recognized institution.
- xiii. Master of Medicine in General Surgery from a recognized institution.
- xiv. Subspecialty / fellowship training in Breast Surgery from a recognized institution.
- xv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).



- xvi. Valid Practice License
- xvii. Professional Insurance Indemnity Cover
- xviii. Knowledge of relevant legislations.
- xix. Knowledge of professional standards.
- xx. Proficiency in computer applications.
- xxi. Proven track record of medical research and training.
- xxii. At least one (1) year working experience as a Breast Surgeon in a busy hospital.

Soft Skills Required and Competencies

- vii. Communication skills
- viii. Leadership skills
- ix. Supervisory skills
- x. Analytical skills
- xi. Compassionate skills
- xii. Team player

23. MEDICAL ONCOLOGIST- V/FT/95/2022 - 2 POSTS

Position Summary

Reporting to the Deputy Director - Medical Services, the Medical Oncologist job exists to coordinate and provide specialized medical oncology services and participate in research in the area of specialization.

Duties and Responsibilities

- i. Plan for all medical oncology services and resources required in the oncology unit and participate in and contribute to the overall strategic planning of the hospital.
- ii. Coordinate the implementation of the hospital strategic plan in the oncology unit within its vision, mission and culture, and other national and international healthcare and frameworks.
- iii. Coordinate and provide medical oncology services and service delivery in the oncology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- iv. Coordinate medical oncology referral services within and without the hospital according to the oncology needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- v. Supervise medical oncology staff together with their services, in the oncology unit of the hospital to ensure that they offer timely oncology services within the expected standards, complying with the established ethics and regulations in the hospital.
- vi. Coordinate and provide medical oncology research and training within the hospital.
- vii. Offer specialized medical oncology services advice to the hospital executive and other sections/units and the general public in the appropriate media.
- viii. Work with other medical specialties to solve single or multiple medical issue (s) when required in the hospital.
- ix. Monitor and evaluate progress and achievement of the oncology unit and services, research and training programmes in the hospital, prepare and disseminate periodic reports appropriately.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Medical Oncology from a recognized institution



- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least one (1) year working experience as a Medical Oncologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

24. INFECTIOUS DISEASE SPECIALIST- V/FT/96/ 2022 – 1 POST

Job Description

The Infectious Disease Specialist job exists to coordinate and provide Infectious Disease Specialist services and participate in research in area of specialization.

Duties and Responsibilities

- i. Reviewing patient information of referrals from other medical professionals.
- ii. Running diagnostic tests on patients with unidentified or drug resistant infections.
- iii. Analyzing test results to create a viable treatment plan for patients.
- iv. Consulting with other medical professionals about difficult infection cases.
- v. Providing treatment regimens that are tailored to specific patient and population needs.
- vi. Observing protocols in other healthcare facilities to identify possible contagion hazards.
- vii. Reviewing population studies on infection spread and providing education to reduce risks.
- viii. Assist in creating relevant infectious disease policies.
- ix. Training other staff on infectious diseases and how best to manage them.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. Bachelors' Degree in a Medicine and Surgery from a recognized institution.
- ii. Masters or Postgraduate Certification in Infectious Diseases from a recognized Institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License. vi. Professional Insurance Indemnity Cover.
- vi. Proficiency in computer applications.
- vii. At least one (1) year of working experience as an Infectious Disease Specialist in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills



- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player

25. SPEECH THERAPIST- V/FT/97/2022 - 2 POSTS

Position Summary

The Speech Therapist job exists to coordinate and provide specialized speech therapy services, research and training in the specialized area in the hospital.

Duties and Responsibilities

- i. Create and carry out an individualized treatment plan that addresses specific functional needs of each patient.
- ii. Assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults following an illness, surgery, stroke, or traumatic brain injury.
- iii. Provide intervention as part of the immediate healthcare response team of individuals who have suffered stroke or traumatic brain injury to advise on feeding to prevent aspiration pneumonia and other serious conditions.
- iv. Administer modified barium swallow, Flexible Endoscopic Evaluation of Swallowing (FEES) tests to determine patients underlying swallow and feeding problems.
- v. Communicating with the patient, and liaising with their family members, physicians, and teachers to design effective treatment plans.
- vi. Help individuals who have suffered stroke or other traumatic brain injuries regain or improve vocabulary and sentence structure used in oral and written language.
- vii. Tracking patient progress while maintaining comprehensive treatment records and implementing changes to therapy programs as required to provide better results.
- viii. Liaise with other professionals i.e. nurses, surgeons, physiotherapists, occupational therapists and care givers to design a model intervention plan according to individual patient needs.
- ix. Provide counselling and training to individuals, families and care givers on how to reinforce the treatment plan at home or cope with communication and swallowing disorders.
- x. Any other duties that may be assigned by the Head of the Department.

Minimum Qualifications and Experience

- i. B.Sc. in Speech and Language Therapy/ Speech and Language Pathology.
- ii. Master's Degree in Speech and Language Therapy/ Speech and Language Pathology.
- iii. Valid registration with the Association of Speech and Language Therapists of Kenya (ASLTK) and/ or any other internationally recognized speech and language therapists, pathologists, or audiologist's professional organization.
- iv. Current Practicing license from the relevant body.
- v. Supplementary certifications in Flexible Endoscopic Evaluation of Swallowing (FEES) exam and Modified Barium Swallow procedures will be an added advantage.
- vi. Proficiency in computer applications.
- vii. Minimum of 1 year experience practicing as a speech and language therapist in both inpatient and outpatient setting.

Soft Skills Required

- i. Excellent Communication skills
- ii. Critical thinking
- iii. Detail Oriented
- iv. Listening skills



- v. Compassion
- vi. Patience

26. PROJECT MANAGER- INFRASTRUCTURE DEVELOPMENT – V/FT/98/2022

Position Description

The Project Manager shall be responsible for leading the team in the construction projects involving the construction of the infrastructure as well as the installation of specialized equipment; Oversee the development of KUTRRH projects and implementation and all other aspects of the project to ensure completion on time and within budget and scope.

Job Responsibilities

- i. Develop a detailed project plan to monitor and track progress of the project.
- ii. Obtain necessary permits, approvals, and other regulatory prerequisites to the project.
- iii. Ensure compliance with legal requirements, building and safety codes, and other regulations.
- iv. Collaborate with architects, engineers, and other construction specialists to ensure that the project adheres to the specifications and set standards.
- v. Plan for the resources needed to complete the project and coordinate the utilization of the said resources.
- vi. Convene, Coordinate and conduct site meetings.
- vii. Create and maintain comprehensive project documentation.
- viii. Provide direction over contractors and subcontractors.
- ix. Manage construction schedule and activities.
- x. Oversee the construction phase of the project including chairing of site meetings and inspections and ensuring quality control policies and measure in place are adhered to.
- xi. Issue progress updates as needed regarding costs and timelines.
- xii. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques and issue progress updates as needed regarding costs and timelines.
- xiii. Measure project performance using appropriate tools and techniques.
- xiv. Preparing, maintaining and monitoring Project Master Schedule.
- xv. Ensure that all construction management documents necessary in the project including Architects Instructions, RFI Responses and Payment Certificates are well documented and issued in a timely manner.

Minimum Qualifications

- i. Bachelor's degree in Project management or related and relevant field of study.
- ii. Master's degree in a relevant and related field.
- iii. At least 8 years relevant working experience, 3 of which should have been in a supervisory position.
- iv. Excellent client-facing and internal communication skills
- v. Excellent written and verbal communication skills
- vi. Solid organizational skills including attention to detail and multitasking skills
- vii. Strong working knowledge of Microsoft Office Project Management Professional (PMP) / PRINCE II certification is a plus.

Top Skills & Proficiencies

- i. Planning and Analytical skills
- ii. Developing and Tracking Budgets
- iii. Meticulous eye for detail
- iv. Supervision
- v. Project Management
- vi. Management
- vii. Process Improvement



- viii. Performance Management
- ix. Problem solving
- x. Communication

27. CHIEF INTERNAL AUDITOR – V/FT/99/2022 - 1 POST

Position Summary

The Chief Internal Auditor is responsible for strategic leadership in provision of independent, objective internal audit services to ensure effective risk management, internal control and governance processes in the Hospital.

Main Duties and Responsibilities

- i. Development, implementation, review and ensure compliance with policies, programmes and regulations related to internal audit
- ii. Lead the development of Internal Audit strategy to be aligned to the overall strategy of the hospital.
- iii. Provide leadership in implementation of work plans derived from the audit strategy
- iv. Prepare and seek approval of section budget to ensure proper allocation and efficient utilization of resources.
- v. Ensure overall quality and consistent risk mitigation measures to ensure the Hospital's strategic objectives are achieved.
- vi. Develop and implement a risk based internal audit framework relating to functions above
- vii. Provide leadership in mentoring and coaching of division staff to inspire and motivate staff
- viii. Provide leadership in development and implementation of internal audit policies and procedures that will deliver efficiency of operations at the hospital
- ix. Assess internal controls of the hospital and report on gaps that could expose the hospital to risks
- x. Develop and implement sound performance management system of staff in the section to ensure achievement of personal and hospital goals.

Minimum Qualifications

- i. Bachelor of Commerce degree (Accounting/Finance option) or its equivalent qualification from a recognized institution.
- ii. Master's Degree in Business, Accounting, Commerce, Finance or other related and relevant discipline.
- iii. or its equivalent qualification from a recognized institution.
- iv. Certified Public Accountants (K), CIA or its equivalent qualification from a recognized institution.
- v. Certified training in Risk Management.
- vi. Registration with Institute of Certified Public Accountants of Kenya.
- vii. Registration with Institute of Internal Auditors (IIA)
- viii. Leadership/Management Course lasting not less than six (6) weeks from a recognized institution.
- ix. Proficiency in computer applications.
- x. A least 12 years relevant work experience, 5 of which should have been in an audit managerial position.
- xi. Certificate in fraud prevention and management will be an added advantage.

Soft skills required for the job

- i. Effective communication skills.



- ii. Policy and strategic implementation.
- iii. Risk management.
- iv. Technical Competencies.
- v. Decision-making and problem-solving skills.
- vi. High standards of professional ethics.
- vii. Managerial, administrative & supervisory skills.

28. INSURANCE OFFICER – V/FT/100/2022 - 2 POSTS

Position Summary

Reporting to the Credit Control & Insurance Manager, the insurance officer job is Responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers at KUTRRH.

MAIN DUTIES AND RESPONSIBILITIES OF THE JOB

- i. Processing and documentation (claims and payment processing and medical coding) of health insurance claims.
- ii. Responsible for updating internal databases, which electronically store and organize patients' records, billing details as per the registration forms.
- iii. Liaise with Insurance underwriters on claims adjustment at the point of admission and discharge.
- iv. Ensuring patients are billed within KUTRRH defined protocols and standards laid out.
- v. Insurance claims reporting, reconciliation and analysis of trends with regard to medical claims.
- vi. Ensuring medical records are accurate and that the database is secure.
- vii. Participate in all audits, service evaluations and process reviews to enhance the delivery of billing service to customers/stakeholders.
- viii. Participate in regular checking, review and reconciliation of billing to ensure validity of insurance management reporting.
- ix. Resolve incoming queries on billing from patients, insurance companies, consultants or colleagues in a professional and efficient manner.
- x. First point of contact with Insurance underwriters on claims and settlement ensuring a defined service level agreement is in place.

QUALIFICATIONS KNOWLEDGE AND SKILLS

- i. Bachelor's Degree in Commerce and related field from a recognized Institution.
- ii. Minimum level of knowledge that would be regularly applied to the job.
- iii. Operational knowledge of Insurance and credit processes and requirements.
- iv. Have specific operational knowledge of assigned insurance billing contracts, agreements
- v. Professional Insurance certification
- vi. At least three years working experience in Insurance, Finance or Credit Control.
- vii. Previous experience working in an Insurance or hospital set up handling insurance claim.

Typical soft skills

- i. Communication skills
- ii. Analytical thinking skills
- iii. Problem solving skills
- iv. Multi-tasking skills
- v. Organizational skills



29. PHARMACIST- KUTRRH – V/FT/101/2022 - 3 POSTS

Position Summary

The Pharmacist's job exists to provide pharmacy and pharmaceutical services to patients in the hospital, participate in clinical research and training in the hospital.

Duties and Responsibilities

- i. Provide technical pharmacy and pharmaceutical advice and service to the hospital.
- ii. Implement work plans and work schedules in the pharmacy of the hospital.
- iii. Receive patients in the hospital and dispense medicines and other pharmaceutical materials to them in the hospital.
- iv. Provide care and custody of medicines and other medical supplies in the pharmacy of the hospital.
- v. Coordinate pharmaceutical operations and services in the pharmacy in order to ensure that they meet the expected standards of sufficiency and quality the in the hospital.
- vi. Carry out training and development of pharmacy staff, interns and student in order to enhance their performance productivity in the hospital.
- vii. Record the movement and consumption of medicines and medical equipment and supplies, and well-updated drug register in the hospital.
- viii. Implement duly all established pharmacy and pharmaceutical policies, procedures and process in the hospital.
- ix. Supervise, guide and mentor junior pharmacy staff and students in the hospital.
- x. Provide specialized pharmacy and pharmaceutical advisory services to the hospital executive and the public through the appropriate media.
- xi. Provide clinical research and training to pharmacy and pharmaceutical students.

Minimum Qualifications and Experience

- i. Degree in Pharmacy from a recognized institution.
- ii. Registration with the Pharmacy and Poisons Board.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. At least two (2) years of working experience as a Pharmacist in a reputable hospital.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate

30. PHARMACIST – GATUNDU HOSPITAL ANNEX- V/FT/102/2022 - 10 POSTS

Position Summary

The Pharmacist's job exists to provide pharmacy and pharmaceutical services to patients in the hospital, participate in clinical research in the hospital.

Duties and Responsibilities

- i. Provide technical pharmacy and pharmaceutical advice and service to the hospital.
- ii. Implement work plans and work schedules in the pharmacy of the hospital.
- iii. Receive patients in the hospital and dispense medicines and other pharmaceutical materials to them in the hospital.
- iv. Provide care and custody of medicines and other medical supplies in the pharmacy of the hospital.



- v. Coordinate pharmaceutical operations and services in the pharmacy in order to ensure that they meet the expected standards of sufficiency and quality the in the hospital.
- vi. Carry out training and development of pharmacy staff, interns and student in order to enhance their performance productivity in the hospital.
- vii. Record the movement and consumption of medicines and medical equipment and supplies, and well-updated drug register in the hospital.
- viii. Implement duly all established pharmacy and pharmaceutical policies, procedures and process in the hospital.
- ix. Supervise, guide and mentor junior pharmacy staff and students in the hospital.
- x. Provide specialized pharmacy and pharmaceutical advisory services to the hospital executive and the public through the appropriate media.
- xi. Provide clinical research and training to pharmacy and pharmaceutical students.

Minimum Qualifications and Experience

- i. Degree in Pharmacy from a recognized institution.
- ii. Registration with the Pharmacy and Poisons Board.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. At least two (2) years of working experience as a Pharmacist in a reputable hospital.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate

31. PHARMACEUTICAL TECHNOLOGIST – GATUNDU HOSPITAL ANNEX – V/FT/103/2022 - 10 POSTS

Position Summary

The Pharmaceutical Technologist's job exists to provide pharmaceutical services to patients, and provide pharmacy and pharmaceutical support services in the hospital.

Duties and Responsibilities

- i. Dispense medications and monitor patient health and progress to maximize their response to the medication in the pharmacy of the hospital.
- ii. Provide expertise about the composition of drugs, including their chemical, biological, and physical properties and their manufacture and use in the pharmacy of the hospital.
- iii. Ensure drug purity and strength and make sure that drugs do not interact in a harmful way in the pharmacy of the hospital.
- iv. Receive and process patients' prescription correctly and accurately for both in/outpatients in the pharmacy of the hospital.
- v. Give accurate drug information to patients, wards and other user departments in the hospital.
- vi. Constitute, restructure, prepare and label extemporaneous preparations for in/outpatients in the pharmacy of the hospital.
- vii. Participate in drug stocking and stock taking drug in the pharmacy of the hospital.
- viii. Check the expiry dates of pharmacy drugs and ensuring compliance with the short Expiry Drug Policy in the pharmacy of the hospital.



- ix. Participate in chemotherapy dispensing and reconstitution in strict accordance with Cytotoxic Handling Policy in the pharmacy of the hospital.
- x. Participate in planning for all medicines and other medical material needs of the pharmacy of the hospital.
- xi. Support the pharmacist in charge in proper medical warehousing applying the appropriate principles in the pharmacy of the hospital.
- xii. Dispense medicines to patients and explain to them on how to use, in the pharmacy of the hospital.
- xiii. Document and file drug related information such as prescription as required by the pharmaceutical policies and practices in the hospital.
- xiv. Support the pharmacist in charge in collecting, recording and analyzing data related to drug dispensing use in the pharmacy in the hospital.
- xv. Ensure cleanliness, orderliness and tidiness of the Pharmacy of the hospital.

Minimum Qualifications and Experience

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution
- ii. Must be a Registered with the Pharmacy and Poisons Board
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. At least two (2) years working experience as a Pharmaceutical Technologist in a reputable hospital

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate

32. PARTNERSHIPS MANAGER – V/FT/104/2022 - 1 POST

Position Summary

The role exists to offer mediation and arbitration support in the identifying, establishing, executing and implementation of partnership strategies that to avoid deadlocks and otherwise ease the formation of partnership between KUTRRH and intended partners. The incumbent shall be expected to lead and maintain partnerships, guiding the participating parties with experience and training to improve the ease and speed of setting and implementing partnerships.

Main Duties and Responsibilities

- i. Development, implementation, review and ensure compliance of policies, programmes, regulations related to partnership
- ii. Helps business partners establish a working relationship by compromising and meeting goals.
- iii. Manage new provider partnerships and ensure a comprehensive understanding of the provider preferences and their participation under the program.
- iv. Deliver periodic status reports to internal and external clients.
- v. Provide ongoing provider support through issue resolution and customer service in the provision of medical records, including strategies for the optimization of records.
- vi. Engage with providers and key client points of contact to understand, analyze, document and influence the direction of the Partnerships Department.
- vii. Identify key problem areas of client and / or provider concerns and coordinate resolution.



- viii. Establish and maintain a network of technical and implementation partners with diverse competencies and capacities from both the public and private sectors.
- ix. Assess opportunities for effective partnerships.
- x. Leverage resources/expertise of implementation partners.
- xi. Monitor partners' engagement and advise on their potential capacities/contributions.
- xii. Prepare proposals, collaborative agreements and/or contracts for the engagement of new partners.

Minimum Qualifications

- i. Bachelor's degree in business or administration.
- ii. Master's degree in public health, health policy, economics, law, or other related fields;
- iii. At least 8 years relevant working experience preferably in corporate partnerships, ideally within Global Health, with a minimum of 3 years in a supervisory position.
- iv. In-depth understanding of public and private healthcare systems in Kenya;
- v. Previous experience working and coordinating with high-level governmental and nongovernmental stakeholders;
- vi. Having participated in organizing and leading high-level meetings, forums, and conferences.
- vii. Ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy;
- viii. Demonstrated leadership and teamwork skills, and ability to produce high-quality work in a timely manner.

Soft skills required for the job

- i. Communication skills
- ii. Leadership skills
- iii. Supervisory skills
- iv. Team building skills
- v. Observation skills
- vi. Analytical skills
- vii. Organizational skills
- viii. Ability to work under pressure

33. PROCUREMENT ASSISTANT – V/FT/105/2022 - 8 POSTS

Position Summary

The Procurement Assistant job exists to promote a collaborative, client focused, quality and result oriented approach in the Procurement Unit and effective delivery of the procurement services at KUTTRH.

MAIN DUTIES AND RESPONSIBILITIES OF THE JOB

- i. Maintaining an updated supplier's database in the system.
- ii. Assist in risk analysis of contracts conditions, costs and sub-contracts and preparing reports on Procurement matters.
- iii. Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.
- iv. Provide purchased materials to the responsible receiving office and do all actions for completing the process.
- v. Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit process.



- vi. Assist with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
- vii. Assist the Procurement Officer in maintaining current up to date procurement documents.
- viii. Verify current inventory levels and keep records to prevent inventory gaps.
- ix. He/She will note when inventory is low and it is time to order new products.

QUALIFICATIONS KNOWLEDGE AND SKILLS

- i. Bachelor's Degree/ Diploma in Supplies Chain Management or related discipline from a recognized institution.
- ii. Registered with Kenya Institute of Purchasing and Supplies Management (KISM).
- iii. Proficiency in Computer applications.
- iv. Knowledge of e-procurement systems.
- v. Knowledge in professional standards.
- vi. At least two years working experience as a Procurement Assistant in a reputable organization.

Typical soft skills

- i. Communication skills
- ii. Organizational skills
- iii. Observation skills
- iv. Analytical skills

34. ADMINISTRATIVE ASSISTANT – V/FT/106/2022 - 6 POSTS

Position Summary

Reporting to the Executive Secretary, the Administrative Assistant job exists to manage phones, emails, scheduling appointments and planning meetings at KUTRRH

MAIN DUTIES AND RESPONSIBILITIES OF THE JOB

- i. Keep records, mails, parcels and file and distribute all inward and outward correspondence to ensure timely delivery of documents and information in the hospital.
- ii. Store, arrange, index and classify records to facilitate easier reference and thus smooth running of office activities in the hospital.
- iii. Retrieve documents and files from their storage facilities and move them to the appropriate destinations in the hospital.
- iv. Move documents, parcels, other hard office information and physical assets within and without the offices in the hospital.
- v. Provide administrative support within offices by moving things around and about, being sent to run errands within and without the hospital.
- vi. Implement and manage filing systems and maintain both electronic and paper-based files in the offices to ensure timely retrieval and data integrity in the hospital.
- vii. Control movement of people and goods within and among departmental offices for safety and security of officers in the hospital.
- viii. Prepare rooms and venues for meetings by moving, arranging and cleaning seats and tables, public address and organize and deliver refreshment to their attendants in the hospital.

QUALIFICATIONS KNOWLEDGE AND SKILLS

- i. Bachelor's Degree in Business Administration from a recognized Institution.



- ii. Diploma in Business Administration or a related field from a recognized Institution.
- iii. Computer Proficient.
- iv. Fluent in English and Kiswahili.
- v. Ability to type 50 words per minute.
- vi. Record keeping skills.
- vii. Office management skills.
- viii. Knowledge of office operations.
- ix. At least three years working experience as an Administrative Assistant in a reputable organization.

Soft skills required for the Job

- i. Communication skills
- ii. Organizational skills
- iii. Observation skills
- iv. Analytical skills
- v. Courteous
- vi. Ability to work under pressure
- vii. Ability to observe confidentiality

35. ANESTHESIOLOGIST – V/FT/107/2022 - 4 POSTS

Position Summary

The Anesthesiologist job exists to monitor, evaluate, oversee and provide a continual assessment of the patient's care before, during and after surgery, prepare reports and participate in research in the area of specialization.

Duties and Responsibilities

- i. Schedule and maintain use of surgical suites, including operating, wash-up, waiting rooms, and anesthetic and sterilizing equipment.
- ii. Review patients' medical histories and records in order to determine anesthesia procedure before surgical operations and other medical procedures in the anesthesia centers of the hospital.
- iii. Prepare patients for surgical operations and other medical procedures as required in the surgical theatres.
- iv. Examine patient medical history and records and use diagnostic results to determine risk related to surgical operations and other medical procedures.
- v. Administer anesthesia to patients in order to prepare them for surgical operations and other surgical procedures in the anesthesia centers.
- vi. Administer anesthesia or sedation during medical procedures, using local, intravenous, spinal, or caudal methods.
- vii. Collaborate with other medical professionals to determine type and method of anesthesia or sedation to render patient insensible to pain.
- viii. Monitor patients before, during, and after anesthesia and counteract adverse reactions or complications in the anesthesia centers.
- ix. Record type and amount of anesthesia and patient condition throughout surgical operations and other medical procedure in the surgical theatres.
- x. Provide and maintain life support and airway management and help prepare patients for emergency surgery.
- xi. Determine when patients have recovered or stabilized enough to be moved from the recovery room or ward or to be discharged following outpatient surgical procedures.



- xii. Provide clinical research and training to students in the anesthesia unit. Guide and mentor junior anesthesia staff, interns and students in the anesthesia centers.

Minimum Qualifications

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution
- ii. Master of Medicine in Anesthesiology from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Board
- iv. Current retention certificate
- v. Valid Practice License
- vi. Recognition as a specialist by the KMPDC
- vii. Professional Insurance Indemnity Cover
- viii. Proficiency in computer applications
- ix. At least one (1) year of working experience as an Anesthesiology in a reputable hospital

Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Organizational skills
- iv. Observation skills
- v. Analytical skills
- vi. Compassionate
- vii. Supervisory skills
- viii. Ability to work under pressure

36. PHYSICIAN - V/FT/108/2022 - 4 POSTS

Position Summary

The General Physician's job exists to coordinate and provide specialized general medical services, medical research, and training as part of a multidisciplinary clinical team for internationally acceptable patient outcomes. The position holder shall also be expected to promote a continuous improvement approach to patient management.

Duties and Responsibilities

- i. Plan for general medical services and resources in the internal medicine unit of the hospital.
- ii. Provide specialized medical services and service delivery in the internal medicine unit of the hospital, ensuring that they meet the expected standards of quality, quantity, and compliance.
- iii. Coordinate internal medicine referral services within and without the hospital according to the specialized medical services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- iv. Provide medical research and training within the internal medicine unit of the hospital as well as ensure collaboration and cooperation with other clinical teams at KUTRRH.
- v. Offer specialized internal medical services' advice to the hospital executive and other sections/units and the public.
- vi. Work with other medical specialists to solve single or multiple medical issue (s) or support the performance of extensive surgery, when required in the hospital.
- vii. Prepare and disseminate periodic reports appropriately.
- viii. Any other duties that may be assigned by the Head of the Department.



Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery (MBChB)/ Medical Degree)
- ii. Master of Medicine in (Internal Medicine) from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. A valid medical practicing license.
- vi. Professional insurance indemnity cover.
- vii. Proficiency in computer applications.
- viii. At least one (1) years of working experience as a General Physician in a reputable hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observant and compassionate
- iv. Analytical skills
- v. Team player

37. CASHIER/ACCOUNT ASSISTANT – V/FT/109/2022 - 6 POSTS

Position Summary

Reporting to the Accountant, the Cashier exists to manage all cash transactions at KUTRRH.

MAIN DUTIES AND RESPONSIBILITIES OF THE JOB

- i. Balancing daily cash accounts at the end of each day in the hospital.
- ii. Checking the daily cash balance. Solving all their cash-related queries.
- iii. Organizing all the work they do and maintaining the accounting records.
- iv. Reporting discrepancies they find within the accounts to their superiors.
- v. Making daily, weekly and monthly transaction reports.
- vi. Cash checks for customers.
- vii. Calculate total payments received during a time period, and reconcile this with total sales.
- viii. Keep periodic balance sheets of amounts and numbers of transactions.
- ix. Compute and record totals of transactions.
- x. Provides pricing information by answering questions.
- xi. Balances cash drawers by counting cash at the beginning and end of the shift in the hospital.
- xii. Verifies insurance acceptance by reviewing and recording insurance claims.

Minimum level

- i. A Diploma in Accounting from a recognized institution,
- ii. Bachelor's Degree in Business or Finance related field will be an added advantage.
- iii. At least CPA Part I qualification.
- iv. Computer literacy.
- v. Knowledge of business & management experience.
- vi. Knowledge of economic & accounting principles.
- vii. At least two years working experience as a cashier in a reputable organization.

Soft skills required for the job



- i. Communication skills
- ii. Financial Accounting skills
- iii. Cash management skills
- iv. Leadership skills
- v. Problem solving skills
- vi. Multi-Tasking skills
- vii. Interpersonal skills
- viii. Confidentiality

38. HEALTH RECORDS INFORMATION OFFICER – V/FT/110/2022- 3 POSTS

Position Summary

The Health Records & Information Officers' job exists to compile, process, and maintain patients' medical information and records within the framework of medical, administrative, ethical, legal, and regulations.

Main Duties and Responsibilities

- i. Compile and maintain patients' medical records and information to document condition and treatment and to provide data for research or cost control and care improvement efforts in the hospital.
- ii. Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds in the hospital.
- iii. Provide safety and security of medical records and information and ensure that confidentiality is maintained in within and without the hospital.
- iv. Review patients' medical records and information for completeness, accuracy, and compliance with regulations in the hospital.
- v. Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings in the hospital.
- vi. Identify, compile, abstract, and code patients' data, using standard classification systems in the hospital.
- vii. Release patients' records and information for use by the relevant persons or agencies in the hospital according to the established regulations.
- viii. Train medical records and information staff in the hospital in order to improve their performance and productivity in the hospital.
- ix. Prepare statistical reports, narrative reports, or graphic presentations of patients' clinical information and data for use by staff, researchers, or other stakeholders in the hospital.
- x. Provide research and training on health records and information management in the hospital.
- xi. Mentor and guide junior staff and students in the health records and information management unit of the hospital.

Minimum Qualifications and Experience

- i. Diploma or a Bachelors' degree in Health Records and Information Management from a recognized institution.
- ii. Higher Diploma in Health Records and Information Management is an added advantage.
- iii. Registration with the relevant professional body.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Proven track record of research and training in a reputable institution.



- ix. At least two years working experience as a Health Records & Information Officer in a reputable health facility.

Soft Skills Required

- i. Organizational skills
- ii. Communication skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Team player
- vii. Ability to work under pressure

39. RADIOLOGIST – V/FT/111/2022 - 3 POSTS

Position Summary

The radiologist's job exists to examine and diagnose disorders and diseases using x-rays and radioactive materials. The Radiologist will also provide comprehensive reports and participate in research in the area of specialization.

Duties and Responsibilities

- i. Interpreting the results from diagnostic imaging procedures to determine diagnoses.
- ii. Communicating and discussing results and diagnoses with physicians.
- iii. Suggesting most appropriate medical imaging techniques, when necessary.
- iv. Informing patients about the medical imaging process.
- v. Performing or directing radiology staff to carry out image-guided, diagnostic procedures.
- vi. Working with radiographers to perfect image quality.
- vii. Following medical protocols for resuscitation, bleeding, infection, or other emergency situations, when necessary.
- viii. Develop SOPs and policies for radiology department.

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Radiology from a recognized institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. At least one (1) year working experience as a Radiologist in a busy hospital.

Soft Skills Required

- i. Communication skills
- ii. Organizational skills
- iii. Observational
- iv. Analytical skills
- v. Compassionate skills
- vi. Team player



www.kutrrh.go.ke

If your background and competencies match the specifications of the above positions, please apply online via: www.kutrrh.go.ke/careers OR send hard copies of your *Application Letter, Curriculum Vitae, and Filled Application Form* and *Licence ONLY* to the address below:

**The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya**

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you must attach the *Application Letter, CV, Filled Application Form, and licence* when you apply online via the portal.

The deadline for the receipt of all applications is **12th August 2022**.

Only shortlisted candidates will be contacted. All successful candidates must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for University graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer.

Youth, Women and People Living with Disability are Encouraged to Apply