



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

Job Descriptions and Person Specifications for Advertised Positions

KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

ADVERTISEMENT FOR VACANT POSTS

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation under the Ministry of Health, registered under Legal Notice Number 4 of the State Corporations Act Cap 446. The Hospital seeks to engage qualified staff for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

1. Director, Partnerships & Resource Mobilization KUTRRH 2 V/FT/74/2023 (1 Position)

Job Purpose: 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.

Duties and Responsibilities

- Advise management on policies, programmes, procedures and regulations on partnership development, linkages, resource mobilization and commercial services.
- Develop, implement and ensure compliance with policies, programmes, procedures and regulations related to partnership development, linkages and resource management.
- Facilitate partnership development and mobilization of resources through linkages with the local, regional and international partners to support, and complement the Hospital in the delivery of its mandate.
- Coordinate resource mobilization activities in the Hospital to ensure optimization of efforts,
- Provide guidance on donor requirements for funding to ensure the existing donor base is maintained.
- Institutionalize resource mobilization as an enabler for provision of health services.
- Strengthen local, regional and international resource mobilization networks that are capable of providing long term support to the Hospital.
- Initiate partnerships, networks and collaborations.
- Establish structures and systems to mainstream collaborations and partnerships
- create a consortium of local and international partners.
- Improve the scope and quality of medical research through partnerships.
- Improve the scope and quality of medical training through partnerships.
- Share best practices in clinical practice.
- Enhance the revenue base for effective implementation of Hospital programs.

- Develop and implement the commercial strategy for the Hospital.
- Develop and maintain an excellent understanding of the Clients to ensure that their needs are met.
- Undertake Market Research, Analysis and produce Business Plans/recommendations to ensure that business development opportunities are optimized.

Qualifications & Requirements

- i. Master's degree in any of the following disciplines; Finance, Accounting, Economics or equivalent qualification from a recognized institution.
- ii. Bachelor's degree in any of the following disciplines: Finance, Accounting, Economics or equivalent qualification from a recognized institution.
- iii. A minimum period of twelve (12) years relevant work experience, eight (8) years of which should have been in a senior management position.
- iv. Leadership course lasting not less than Six (6) weeks from a recognized institution.
- v. Registration with relevant Professional/ Regulatory Body.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Relationship building and management skills
- Resource mobilization skills
- Strategic thinking and innovation
- Communication and listening skills
- Good project management
- Risk management skills

2. Corporation Secretary & Head of Legal Services KUTRRH 3 - V/FT/75/2023 (1 Position)

Job Purpose: The Corporation Secretary & Head of Legal Services position at the Hospital is a senior leadership role responsible for ensuring legal compliance, effective governance, and providing expert legal advice. This role exists to safeguard the Hospital's legal interests and ensure adherence to the highest standards of corporate governance.

Duties and Responsibilities

- Serve as the principal legal advisor to the Hospital's board and management.
- Oversee all legal matters, including contracts, litigation, and regulatory compliance.
- Develop and maintain corporate governance policies and procedures.

- Manage corporate secretarial functions and maintain statutory records.
- Provide legal guidance on strategic initiatives and risk management.
- Represent the Hospital in legal proceedings and negotiations.
- Mentor and supervise legal department staff.
- Ensure compliance with all relevant laws and regulations.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Master's degree LLM or other relevant fields from a recognized institution.
- ii. Bachelor's degree in Law (LLB) or its equivalent from a recognized institution.
- iii. Postgraduate Diploma in Law from Kenya School of Law or its equivalent from a recognized.
- iv. Certified Public Secretary (K) or its equivalent qualification from a recognized institution.
- v. A minimum period of ten (10) years relevant work experience six (6) years' of which should have been at a senior management position.
- vi. Evidence of having taken a leadership course.
- vii. Admission to the bar as an Advocate of the High Court of Kenya.
- viii. Admission to the Roll of Advocates of the High Court of Kenya.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and attributes

- I. Resource management skills
- II. Managing performance and driving for outcomes
- III. Visionary/Leading change
- IV. Influencing persuasion and negotiation
- V. Effective communication skills
- VI. Risk management
- VII. Decision-making and problem solving skills

3. Chief Internal Auditor KUTRRH 3- V/FT/76/2023 (1 Position)

Job Purpose: The Chief Internal Auditor at Kenyatta University Teaching, Referral, and Research Hospital plays a critical role in ensuring the organization's financial and operational integrity. This position is responsible for leading and managing the internal audit function, evaluating the effectiveness of internal controls, and providing recommendations to enhance organizational efficiency, compliance, and risk management.

Duties and Responsibilities

- Develop and execute an annual audit plan that covers all critical areas of the hospital's operations.

- Conduct risk assessments to identify potential areas of concern and develop strategies to mitigate risks.
- Perform financial, operational, and compliance audits to assess the accuracy and reliability of financial and operational information.
- Evaluate the effectiveness of internal controls and make recommendations for improvements.
- Review and analyze financial statements, budgets, and financial performance to identify anomalies or irregularities.
- Investigate and report on suspected fraud or unethical conduct within the organization.
- Ensure compliance with relevant laws, regulations, and industry standards.
- Lead and mentor the internal audit team, providing guidance and support to enhance their skills and performance.
- Prepare comprehensive audit reports with findings, recommendations, and action plans for management and the board.
- Monitor the implementation of audit recommendations and follow up on corrective actions.
- Provide regular updates and reports to the Audit Committee and senior management.
- Collaborate with external auditors and regulatory bodies as necessary.
- Stay current with industry best practices and changes in regulations that may impact the organization.

Qualifications and Requirements

- i. Master's degree in Business Administration (Accounting/Finance Option) or a relevant equivalent qualification from a recognized institution.
- ii. Bachelor of Commerce degree (Accounting/Finance option) or its equivalent qualification from a recognized institution.
- iii. A minimum period of ten (10) years relevant work experience, six (6) years of which should have been at a senior management position.
- iv. Certified Public Accountants (CPA- K) qualification or its equivalent qualification from a recognized institution.
- v. Registration by the Institute of Internal Auditors or Institute of Certified Public Accountants of Kenya (ICPAK).
- vi. Evidence of having taken a Leadership Course.
- vii. In-depth knowledge of auditing standards, procedures, and techniques.
- viii. Registration with relevant Professional/ Regulatory Body where applicable.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- x. Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA); or Certified Fraud Examiner (CFE) will be an added advantage.

Key Competencies & Attributes

- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Proficiency in the use of auditing software and data analytics tools
- High level of integrity and ethical conduct

- Leadership and team management abilities
- Attention to detail and accuracy

4. Deputy Director Nursing Services KUTRRH 3 – V/FT/77/2023 (1 Position)

Job Purpose: The job purpose of a Deputy Director of Nursing Services is to provide leadership and support to the nursing department within the Hospital. This role typically involves assisting the Director of Nursing Services in overseeing and managing nursing staff, ensuring high-quality patient care, and maintaining compliance with healthcare regulations.

Duties and Responsibilities

- Developing of policies, standards and guidelines in the provision of nursing services.
- Ensuring application of nursing process at the service delivery unit.
- Carrying out comprehensive health needs assessment in the hospital.
- Designing training needs assessment tools, curriculum and programs.
- Formulating interventions to address identified health needs.
- Monitoring and evaluating health care services in the hospital.
- Coordinating implementation of nursing related projects and programs.
- Managing nursing services at the Hospital.
- Coordinating preparation of training plans/programs for nurses.
- Providing quantification and specifications for procurement of medical supplies and equipment.
- Conducting research.
- Advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services.
- Coordinating development of strategic/work planning and performance contracts for Nurses.

Qualifications and Requirements

- i. Master's Degree in any of the following disciplines; Midwifery, Medical Surgical Nursing, pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution.
- ii. Bachelor's Degree in either Nursing or its equivalent qualification from a recognized institution.
- iii. A minimum period of ten (10) years relevant work experience, six (6) years of which should have been in a senior management position.
- iv. Evidence of having taken a leadership course.
- v. Registration Certificate issued by the Nursing Council of Kenya).
- vi. Valid practicing license from the Nursing Council of Kenya.
- vii. Demonstrated professional competence and administrative capability.

- viii. Proficiency in computer applications.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Resource management skills
- Managing performance and driving for outcomes
- Technical competence
- Decision-making and problem-solving skills
- High standards of professional ethics
- Managerial and administrative skills

5. Assistant Director Planning, Monitoring & Evaluation KUTRRH 4-V/FT/78/2023 (1 Position)

Job Purpose: The Assistant Director, Monitoring & Evaluation, is a leadership role focused on assessing the effectiveness and impact of Hospital programs and services. This position exists to ensure data-driven decision-making, quality improvement, and accountability in healthcare delivery.

Duties and Responsibilities

- Develop and implement a Hospital-wide monitoring and evaluation framework.
- Oversee data collection, analysis, and reporting processes.
- Collaborate with departments to set performance indicators and targets.
- Conduct regular evaluations of Hospital programs and services.
- Identify areas for improvement and recommend strategies.
- Train staff on monitoring and evaluation techniques.
- Ensure compliance with data privacy and security regulations.
- Compile periodic reports as required.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Master's degree in any of the following disciplines: Project Management, Strategic Management, Economics, Statistics, Commerce, Business Management, Business Administration, Actuarial Science or its equivalent qualification from a recognized institution.
- ii. Bachelor's degree in any of the following fields: Economics, Statistics, Mathematics, Commerce, Business Management/ Administration, Actuarial Science or its equivalent qualification from a recognized institution.
- iii. A minimum period of nine (9) years relevant work experience, five (5) years of which should have been at supervisory level or comparable position.
- iv. Proven experience in monitoring and evaluation in a healthcare setting.
- v. Evidence of having taken a leadership course.
- vi. Knowledge of healthcare quality improvement methodologies.

- vii. Familiarity with data management systems and tools.
- viii. Membership in a relevant professional body.
- ix. Fulfillment of the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

Key Competencies & Attributes

- Proficiency in monitoring and evaluation processes to assess the effectiveness of programs and initiatives.
- Data analysis and interpretation capabilities to derive meaningful insights from collected data.
- Knowledge of quality improvement strategies to enhance the Hospital's performance and outcomes.
- Project management skills to oversee evaluation projects and ensure they align with the Hospital's goals.
- Ability to provide training and capacity-building to staff involved in monitoring and evaluation efforts.

6. Assistant Director Human Resource KUTRRH 4 - V/FT/79/2023 (1 Position)

Job Purpose: The Assistant Director of Human Resources plays a critical role in assisting the HR Director in developing, implementing, and managing human resources policies, programs, and initiatives. This position supports the organization's overall HR strategy and fosters a positive workplace culture.

Duties and Responsibilities

- Interpret and implement human resource management policies, procedures and guidelines.
- Coordinating human resource management & development programmes.
- Develop and implement human resource management & development plans.
- Develop and coordinate staff performance management systems and programmes.
- Foster innovation and technology transfer in the management of human resources.
- To develop and inculcate a positive and productive organizational culture by setting standards for ethical behaviour and enforcing the standards.
- Planning and budgeting for Human Resource & Development activities and programmes.
- Administer staff benefits and compensation programmes.
- Capacity building and knowledge management for staff.
- Training, mentoring, guiding and Counselling staff.
- Ensure management of industrial relations.

Qualifications and Requirements

- i. Master's Degree in Human Resource Management/ Development, Human Resource Planning and Development Business Administration/Management, Public Administration or its equivalent qualification from a recognized institution.

- ii. Bachelor's degree in any of the following Social Sciences: Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent qualification from a recognized institution.
- iii. Postgraduate Diploma in Human Resource Management, Records Management or its equivalent qualification from a recognized institution.
- iv. Certified Human Resource Professional (CHRP) Certificate.
- v. A minimum of nine (9) years relevant work experience with at least five (5) years' experience in senior management position.
- vi. Membership to the Institute of Human Resource Management (IHRM).
- vii. Evidence of having taken a leadership course.
- viii. Proficiency in computer applications.
- ix. Demonstrated a high degree of professional Key Competencies and administrative capability.
- x. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- Resource management skills
- Policy development and implementation
- Influencing persuasion and negotiation
- Organizational and interpersonal skills
- Administrative and supervisory skills
- High level of professional ethics and Risk Management
- Ability to constitute, lead and motivate teams

7. Gynae-oncologist KUTTRH 4 - V/FT/80/2023 (1 Position)

Job Purpose: The Gynae-oncologist job exists to coordinate and provide specialized Gynae-oncologist services.

Duties and Responsibilities

- Work in collaboration with other clinicians to ensure quality gynecological services are provided to patients.
- Participate in the planning for gynae-oncology services and resources required in the hospital.
- Actively participate in the research and academic services related to gynae-oncology.
- Offer specialized gynae-oncology services advice to the hospital executive and other sections/units and the general public.
- Work with other medical specialties to solve single or multiple gynecological issue (s) when required in the hospital.
- Any other duties that may be assigned by the Head of the Department.

Qualifications and Requirements

- i. Sub-speciality in gynae-oncology from a recognized institution.

- ii. Master of Medicine in Obstetrics and Gynecology from a recognized institution.
- iii. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- v. Evidence of having taken a leadership course
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- Organizational skills
- Communication skills
- Observation skills
- Analytical skills
- Compassionate
- Team player

8. Neurologist KUTRRH 4- V/FT/81/2023 (1 Position)

Job Purpose: The Neurologist at the Hospital specializes in diagnosing and treating neurological disorders. This role exists to provide expert medical care, conduct neurological examinations, and support patients with neurological conditions.

Duties and Responsibilities

- Diagnose and treat patients with neurological disorders.
- Conduct comprehensive neurological examinations.
- Interpret diagnostic tests such as EEG and MRI scans.
- Collaborate with multidisciplinary teams for comprehensive care.
- Stay updated on the latest advancements in neurology.
- Provide education and support to patients and their families.
- Participate in research and clinical trials.
- Mentor junior medical staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Sub-speciality in Neurology.
- ii. Master of Medicine in Internal Medicine from a recognized institution.

- iii. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- v. Evidence of having taken a leadership course.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Expertise in neurology, encompassing the diagnosis and treatment of neurological disorders.
- Proficiency in conducting neurological examinations and interpreting diagnostic tests.
- Collaboration and effective communication within healthcare teams to provide comprehensive neurological care.
- Dedication to continuous learning and research to stay updated on advancements in neurology.
- A patient-centered approach, focusing on the well-being and quality of life of patients with neurological conditions.

9. Interventional Radiologist KUTRRH 4- V/FT/82/2023 (2 Positions)

Job Purpose: The Interventional Radiologist at the Hospital plays a vital role in providing advanced medical imaging services and minimally invasive procedures to enhance patient care. This position exists to deliver exceptional radiology services, ensuring accurate diagnoses and effective treatment options.

Duties and Responsibilities

- Perform a range of interventional radiology procedures using state-of-the-art equipment.
- Interpret imaging studies to guide patient treatment plans.
- Collaborate with multidisciplinary teams for optimal patient care.
- Maintain quality and safety standards in radiology procedures.
- Keep abreast of advances in interventional radiology techniques.
- Participate in research and continuous medical education.
- Provide mentorship to junior radiology staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Sub-specialization in Interventional Radiology.
- ii. Master's degree in Diagnostic Radiology or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Bachelor of Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- v. Evidence of having taken a leadership course.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Specialized expertise in interventional radiology techniques, ensuring precision in procedures.
- Accurate interpretation of medical imaging studies to guide diagnoses effectively.
- Collaboration and teamwork with healthcare professionals to coordinate patient care.
- Commitment to continuous learning and staying updated with advancements in the field.
- A patient-centered approach, prioritizing patient comfort and well-being during procedures.

10. Paediatric Cardiologist KUTRRH 4- V/FT/83/2023 (1 Position)

Job Purpose

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

Duties and Responsibilities

- Reviewing patients and instructing in writing and ensuring all the recommendations are carried out.
- Undertaking on call duties including clerking, investigating and managing patients.
- Conducting ward rounds, clinics and theatre days as scheduled/directed.
- Conduct medical research.
- Training, supervising and mentoring Clinical Officers, Medical Officers, Medical Interns and other students.
- Undertaking medical examinations and preparing Medical Reports.
- Carrying out health education and promotion.

- Refer patients to other medical specialists for further diagnosis of complex or unclear disorder or disease within the hospital.
- 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.
- Any other duties as directed by the Head of the Department.

Qualifications and Requirements

- i. Sub-specialty in Pediatric Cardiology from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Master of Medicine in Pediatrics and Child Health from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
 - ii. Evidence of having taken a leadership course.
 - i. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
 - ii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
 - iii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
 - iv. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
 - v. Professional Insurance Indemnity Cover.
 - vi. Proficiency in computer applications.
- vii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- Specialized expertise in Pediatric Cardiology, focusing on the diagnosis and treatment of heart-related conditions in children.
- Proficiency in pediatric patient care, ensuring the well-being and comfort of young patients.
- Collaboration and effective communication within healthcare teams to provide comprehensive care.
- Dedication to continuous learning and research to stay current in the field and offer the best treatments.
- Compassion and understanding for pediatric patients, addressing their unique needs and concerns.

11. Paediatric Nephrologist KUTRRH 4- V/FT/84/2023 (1 Position)

Job Purpose: The Paediatric Nephrologist at the Hospital specializes in the diagnosis and treatment of kidney-related issues in pediatric patients. This role exists to provide expert care, contribute to pediatric nephrology research, and improve the overall well-being of children with kidney conditions.

Duties and Responsibilities

- Diagnose and treat pediatric patients with kidney disorders.
- Perform kidney biopsies and dialysis procedures when necessary.
- Collaborate with pediatricians and other specialists for comprehensive care.
- Conduct research and stay updated on pediatric nephrology advancements.
- Provide education and support to patients and their families.
- Participate in multidisciplinary medical rounds.
- Mentor junior medical staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Sub-specialty in Pediatric Nephrology from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. A Master of Medicine degree and specialization in Pediatrics and Child Health from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- v. Evidence of having taken a leadership course.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Specialized expertise in Pediatric Nephrology, focusing on the diagnosis and treatment of kidney-related conditions in children.
- Proficiency in pediatric patient care, ensuring the well-being and comfort of young patients.
- Collaboration and effective communication within healthcare teams to provide comprehensive care.
- Dedication to continuous learning and research to stay current in the field and offer the best treatments.
- Compassion and understanding for pediatric patients, addressing their unique needs and concerns.

12. Physician & Specialist in Infectious Disease KUTRRH 4- V/FT/85/2023 (1 Position)

Job Purpose: The Physician & Specialist in Infectious Disease at the Hospital is a key healthcare professional dedicated to diagnosing and managing infectious diseases. This role exists to provide specialized care, contribute to infection control, and enhance patient outcomes.

Duties and Responsibilities

- Diagnose and treat patients with infectious diseases.
- Develop and implement infection control measures.
- Collaborate with infection control teams and other specialists.
- Conduct research and stay updated on infectious disease trends.
- Provide education and training on infection prevention and management.
- Participate in outbreak investigations and response.
- Mentor junior medical staff and contribute to clinical rounds.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Sub-specialty in Infectious Diseases from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. A Master of Medicine degree and specialization in Internal Medicine from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- v. Evidence of having taken a leadership course
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Expertise in diagnosing and managing infectious diseases, including a deep understanding of various pathogens and treatment strategies.
- Strong knowledge of infection control measures to prevent the spread of infections within the hospital setting.

- Ability to collaborate within interdisciplinary teams to coordinate efforts for infectious disease management.
- Proficiency in conducting research and analyzing data to contribute to advancements in infectious disease treatment.
- Ability to educate and train others in infection prevention and management.

13. Nuclear Medicine Physician KUTRRH 4- V/FT/86/2023 (1 Position)

Job Purpose: The Nuclear Medicine Physician at the Hospital specializes in using radioactive substances for diagnostic and therapeutic purposes. This position exists to provide accurate diagnoses and treatment options, particularly in cases of complex medical conditions.

Duties and Responsibilities

- Perform nuclear medicine procedures using advanced imaging equipment.
- Interpret imaging studies to guide patient treatment plans.
- Collaborate with multidisciplinary teams for optimal patient care.
- Stay updated on the latest advancements in nuclear medicine.
- Ensure radiation safety protocols are strictly adhered to.
- Participate in research and clinical trials.
- Provide education and training to medical staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Sub-specialty in Nuclear Medicine from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. A Master of Medicine degree and specialization in Radiology from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a management position.
- v. Evidence of having taken a leadership course.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Expertise in nuclear medicine procedures, including the use of radioactive materials for diagnostic and therapeutic purposes.
- Imaging interpretation skills to provide accurate assessments of patients' conditions.
- Collaboration and teamwork with healthcare professionals to ensure coordinated patient care.
- Commitment to continuous learning and research to remain at the forefront of nuclear medicine.
- Adherence to strict radiation safety and protection protocols to safeguard patients and staff.

14. Breast Surgeon KUTRRH 4 - V/FT/87/2023 (1 Position)

Job Purpose: The Breast Surgeon at Kenyatta University Teaching, Referral, and Research Hospital specializes in the diagnosis and surgical treatment of breast diseases, with a primary focus on breast cancer. The role involves providing comprehensive care to patients with breast-related conditions, conducting surgical procedures, and contributing to breast cancer research and education.

Duties and Responsibilities

- Accurately diagnose breast diseases, including breast cancer, through clinical examinations, imaging, biopsies, and other diagnostic methods.
Develop and implement personalized treatment plans, which may involve surgery, chemotherapy, radiation therapy, or other treatments as appropriate.
- Monitor and manage patients' progress throughout their treatment journey.
- Perform a range of breast surgeries, including lumpectomy, mastectomy, breast reconstruction, and lymph node dissection.
Ensure that surgical procedures are conducted with precision and adhere to established protocols and safety standards.
- Collaborate closely with oncologists, radiologists, pathologists, and other healthcare professionals to provide holistic care to breast cancer patients.
Participate in tumor boards and case discussions to develop optimal treatment plans for complex cases.
- Educate patients about breast health, early detection, and self-examination techniques.
Provide emotional support and address patients' concerns and questions throughout their treatment.
- Engage in clinical research related to breast diseases and breast cancer to advance knowledge and treatment options.
Mentor and educate medical students, residents, and fellows in breast surgery and oncology.
Contribute to academic publications and presentations.

Qualifications and Requirements

- i. Sub-specialization in Breast & Endocrine Surgery or fellowships focused specifically on breast surgery and breast cancer management.
- ii. Master's degree (MMed) in General Surgery or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners' and Dentists' Council.
- iv. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a management position.
- v. Evidence of having taken a leadership course.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- viii. Recognition as a sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- ix. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- x. Professional Insurance Indemnity Cover.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competences & Attributes

- In-depth knowledge and expertise in breast surgery and the treatment of breast diseases, especially breast cancer.
- Proficiency in performing various breast surgeries with precision and adherence to safety protocols.
- Ability to make informed decisions regarding treatment plans, considering individual patient needs and preferences.
- A compassionate and empathetic approach to patient care, acknowledging the emotional and psychological aspects of breast diseases.
- Flexibility to adapt to evolving medical practices and treatment modalities.

15.Oral and Maxillofacial Surgeon KUTRRH 5 - V/FT/88/2023 (1 Position)

Job Purpose: An oral and maxillofacial surgeon is a medical specialist who provides comprehensive care for patients with various conditions affecting the head, face, jaw, and oral cavity. They are trained in both dentistry and medicine, and they perform surgical procedures to address a wide range of issues, from facial trauma to complex oral surgeries.

Duties and Responsibilities

- Conduct thorough patient evaluations, including medical history reviews, physical examinations, and diagnostic tests to determine the nature and extent of the problem.

- Diagnose and interpret conditions, diseases, and injuries affecting the head, face, and oral cavity, including dental, oral, and facial pathologies.
- Perform a variety of surgical procedures.
- Provide postoperative care, including wound care, pain management, and follow-up appointments to track recovery and healing.
- Collaborate with other medical specialists, including dentists, orthodontists, radiologists, and oncologists, to provide comprehensive care to patients.
- Stay up to date with the latest advances in maxillofacial surgery through continuous education and research. Some maxillofacial surgeons also teach and conduct research at academic institutions.
- Explain treatment options, risks, and benefits to patients and their families, and address their questions and concerns.
- Be prepared to provide emergency care for patients with acute or life-threatening maxillofacial conditions.

Qualifications and Requirements

- i. Master's degree (Master of Dental Surgery - MDS) in Oral and Maxillofacial Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Bachelor of Dental Surgery degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council.
- iii. A minimum period of eight (8) years relevant work experience three (3) of which should have been at a supervisory level or in a comparable position.
- iv. Evidence of having taken a leadership course.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council
- vii. Recognition as a specialist/sub-specialist by the Kenya Medical Practitioners' and Dentists' Council
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council
- ix. Professional Insurance Indemnity Cover
- x. Proficiency in computer applications
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010

Key Competencies & Attributes

- Medical and Dental Expertise.
- Surgical Skills.
- Diagnostic Abilities.
- Empathy and Compassion.

16.Neurosurgeon KUTRRH 5- V/FT/89/2023 (2 Positions)

Job Purpose: The Neurosurgeon job exists for diagnosis, surgical treatment, and management of neurological disorders and conditions affecting the central and peripheral nervous systems.

Duties and Responsibilities

- Accurately diagnose neurological disorders and conditions through clinical assessments, imaging, and other diagnostic techniques. Develop and implement individualized treatment plans, which may involve surgical procedures, medical therapies, or other interventions as appropriate. Continuously monitor patients' progress and adjust treatment plans accordingly.
- Perform a range of neurosurgical procedures, including brain surgery, spinal surgery, and peripheral nerve surgery. Ensure that surgical procedures adhere to established protocols and safety standards. Collaborate with multidisciplinary teams for complex neurosurgical cases.
- Collaborate closely with neurologists, radiologists, anesthesiologists, and other healthcare professionals to provide comprehensive neurological care. Participate in case discussions and treatment planning with other specialists.
- Educate patients and their families about neurological conditions, treatment options, and recovery expectations. Provide emotional support and address patients' concerns and questions throughout their care journey.

Qualifications and Requirements

- i. Master's degree (MMed) in Neurosurgery or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners and Dentists Council.
- iii. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- iv. Evidence of having taken a leadership course
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- vii. Recognition as a specialist or sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- ix. Professional Insurance Indemnity Cover.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competences & Attributes

- In-depth knowledge and expertise in neurosurgery and the treatment of neurological disorders.

- Proficiency in performing various neurosurgical procedures with precision and adherence to safety protocols.
- Ability to make informed and timely decisions regarding treatment plans, considering individual patient needs and complexities.
- A commitment to advancing knowledge in the field through research and innovative practices.
- A compassionate and empathetic approach to patient care, recognizing the unique challenges faced by patients with neurological conditions.
- Excellent communication skills to convey complex medical information to patients and their families in a clear and empathetic manner.
- Flexibility to adapt to evolving medical practices and technologies.
- Leadership qualities to lead and guide medical teams in providing the best possible care to patients with neurological disorders.

17. Paediatric Surgeon KUTRRH 5-V/FT/90/2023 (1 Position)

Job Purpose: The Paediatric Surgeon at the Hospital specializes in performing surgical procedures on pediatric patients. This role exists to provide expert surgical care, improve the health and well-being of children, and ensure the highest standards of pediatric surgery.

Duties and Responsibilities

- Evaluate and diagnose surgical conditions in pediatric patients.
- Perform surgical procedures on infants, children, and adolescents.
- Provide pre-operative and post-operative care to patients and their families.
- Collaborate with pediatricians and other specialists for comprehensive care.
- Stay updated on the latest advancements in pediatric surgery.
- Participate in teaching and mentoring junior medical staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Master's degree (MMed) in General Surgery or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners and Dentists Council.
- iii. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- iv. Evidence of having taken a leadership course.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- vii. Recognition as a specialist or sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council .

- ix. Professional Insurance Indemnity Cover.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Specialized skills in pediatric surgery, encompassing a wide range of surgical procedures for children.
- Compassionate care for pediatric patients, recognizing their vulnerability and providing emotional support.
- Collaboration and communication within medical teams to coordinate surgical interventions effectively.
- Dedication to continuous learning and research to offer the latest and most advanced pediatric surgical techniques.
- Empathy and compassion for pediatric patients, focusing on their comfort and well-being before, during, and after surgery.

18. Radiologist KUTRRH 5- V/FT/91/2023 (3 Positions)

Job Purpose: The Radiologist at the Hospital plays a critical role in providing accurate diagnostic imaging services. This position exists to interpret medical images, guide patient treatment plans, and ensure the highest quality of radiology services.

Duties and Responsibilities

- Perform and interpret a wide range of radiology studies.
- Collaborate with medical teams to provide accurate diagnoses.
- Ensure the quality and safety of radiology procedures.
- Stay updated on advancements in radiology technology and practices.
- Participate in research and clinical trials.
- Provide mentorship and guidance to radiology staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Master's degree (MMed) in Radiology or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners and Dentists Council.
- iii. A minimum period of eight (8) years relevant work experience three (3) of which should have been at a supervisory level or in a comparable position.

- iv. Evidence of having taken a leadership course.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- vii. Recognition as a specialist by the Kenya Medical Practitioners' and Dentists' Council.
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- ix. Professional Insurance Indemnity Cover.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Proficiency in diagnostic imaging interpretation, ensuring accurate and timely assessments.
- Collaboration and effective communication within interdisciplinary healthcare teams for comprehensive patient care.
- Dedication to continuous learning and research to stay updated on the latest advancements in radiology.
- Commitment to maintaining quality and safety standards in radiology procedures.
- Leadership and mentorship skills to guide and support junior staff members.

19. Medical Oncologist KUTRRH 5- V/FT/92/2023 (2 Positions)

Job Purpose: The Medical Oncologist at the Hospital specializes in diagnosing and treating cancer patients. This role exists to provide expert medical care, develop treatment plans, and support cancer patients and their families throughout their journey.

Duties and Responsibilities

- Diagnose and treat patients with various forms of cancer.
- Develop personalized treatment plans.
- Collaborate with oncology multidisciplinary teams for comprehensive care.
- Stay updated on the latest advancements in oncology.
- Provide emotional support and education to patients and families.
- Participate in clinical trials and research.
- Mentor junior medical staff.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Master's degree in Internal Medicine or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. Bachelor of Medicine and Bachelor of Surgery degree from a recognized institution by the Kenya Medical Practitioners' and Dentists' Council.

- iii. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position.
- iv. Evidence of having taken a leadership course.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- vii. Recognition as a specialist or sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- ix. Professional Insurance Indemnity Cover.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Expertise in medical oncology, focusing on the diagnosis and treatment of cancer.
- Proficiency in providing comprehensive care for cancer patients, addressing their physical and emotional needs.
- Collaboration and effective communication within healthcare teams to develop personalized treatment plans.
- Dedication to continuous learning and research to offer cutting-edge cancer treatments.
- A patient-centered approach, prioritizing the well-being and quality of life of cancer patients.

20. Urologist KUTRRH 5- V/FT/93/2023 (2 Positions)

Job Purpose: A Urologist at Kenyatta University Teaching, Referral, and Research Hospital specializes in the diagnosis, treatment, and surgical management of urological conditions and disorders. This role is crucial in providing expert medical care, performing surgical procedures, and contributing to research and education in the field of urology.

Duties and Responsibilities

- **Clinical Diagnosis and Treatment** - Accurately diagnose urological conditions and disorders through clinical assessments, imaging, and other diagnostic techniques. Develop and implement individualized treatment plans, which may involve surgical procedures, medical therapies, or other interventions as appropriate. Continuously monitor patients' progress and adjust treatment plans as necessary.
- **Urological Surgery** - Perform a wide range of urological surgical procedures, including but not limited to prostatectomy, nephrectomy, bladder surgery, and urinary tract reconstruction. Ensure that surgical procedures are conducted with precision and adhere to established protocols and safety standards.
- **Multidisciplinary Collaboration** - Collaborate closely with other medical specialists, such as radiologists, anesthesiologists, and oncologists, to provide comprehensive urological care. Participate in case discussions and treatment planning with other healthcare professionals.

- Patient Education and Support - Educate patients and their families about urological conditions, treatment options, and post-operative care. Provide emotional support and address patients' concerns and questions throughout their treatment.

Qualifications and Requirements

- i. Master of Medicine in General Surgery or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council
- ii. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners and Dentists Council
- iii. Served for a minimum period of nine (9) years relevant work, five (5) of which should have been in a Management position
- iv. Evidence of having taken a leadership course.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register
- vi. Registration with the Kenya Medical Practitioners' and Dentists' Council
- vii. Recognition as a specialist or sub-specialist by the Kenya Medical Practitioners' and Dentists' Council.
- viii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council
- ix. Professional Insurance Indemnity Cover
- x. Proficiency in computer applications
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010

Key Competences & Attributes

- In-depth knowledge and expertise in urology and the treatment of urological conditions.
- Proficiency in performing a wide range of urological surgical procedures with precision and adherence to safety protocols.
- Ability to make informed and timely decisions regarding treatment plans, considering individual patient needs and complexities.
- A commitment to advancing knowledge in the field through research and innovative practices.
- A compassionate and empathetic approach to patient care, recognizing the sensitive and personal nature of urological disorders.
- Excellent communication skills to convey complex medical information to patients and their families in a clear and empathetic manner.
- Flexibility to adapt to evolving medical practices and technologies.
- Leadership qualities to lead and guide medical teams in providing the best possible care to patients with urological conditions.

21. Principal Innovation & Technology Transfer Officer KUTRRH 6 - V/FT/94/2023 (1 Position)

Job Purpose: The Principal Innovation & Technology Transfer Officer at the Hospital is a key role dedicated to fostering innovation and technology transfer in healthcare. This position exists to facilitate the development and adoption of cutting-edge technology to improve patient care and hospital operations.

Duties and Responsibilities

- Identify and evaluate innovative healthcare technologies and solutions.
- Establish partnerships with research institutions and technology providers.
- Oversee the technology transfer process from research to practical application.
- Collaborate with hospital departments to implement innovative solutions.
- Promote a culture of innovation among staff.
- Monitor and assess the impact of technology initiatives.
- Provide leadership and guidance in innovation projects.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's degree in any of the following disciplines: Computer Science, Computer Technology, Information Technology, Telecommunications and Information Engineering, Electronics and Computer Engineering, Multimedia, Cybersecurity/Digital Forensics, Data Science, Business Information Technology or its equivalent qualification from recognized institution.
- ii. Specialized Certificate in any of the following; International Computer Driving License (ICDL), A+, N+, ITIL, CISCO, Oracle, CISA, IBM, Cybersecurity, User Support Specialist (USS), network engineering, bandwidth optimization, Web design, Graphics Design, LINUX/UNIX, Microsoft, Digital Marketing, Data Warehousing/Analytics/Visualization, ICT Governance, and Data Base Management Systems (DBMS).
- iii. A minimum period of eight (8) years relevant work experience three (3) of which should have been at a supervisory level or in a comparable position.
- iv. Evidence of having taken a supervisory course.
- v. Registration with relevant professional body.
- vi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.
- vii. Master's degree in any of the following disciplines will be an added advantage: Computer Science, Information Technology or Business Information Technology or its equivalent qualification from recognized institution.

Key Competencies & Attributes

- Proficiency in innovation management, overseeing the development and implementation of innovative solutions.
- Expertise in technology assessment and strategic planning to enhance hospital operations.
- Project leadership skills to drive innovation initiatives and ensure successful outcomes.
- Effective collaboration and networking capabilities to build partnerships and access cutting-edge technologies.
- Dedication to continuous learning and research in the field of innovation and technology transfer.
- Harboring a creative mindset for continuous innovation.

22. Senior Counsellor KUTRRH 7- V/FT/95/2023 (1 Position)

Job Purpose: The Senior Counsellor role exists to provide counselling services to staff.

Duties and Responsibilities

- Implementing counselling policies, strategies, guidelines and standards.
- Coordinating guidance and counselling services at the hospital.
- Provide psychological counselling and support, including assessment, confidential one to one and group sessions, to staff members and dependents.
- Provide psychological and counselling support to staff members post critical incidents and other emergencies.
- Assessment of staff members who are in crisis and require emergency psychological and/psychiatric support.
- Develop and provide training on relevant topics including stress management, emotional processing, dealing with critical incidents, wellbeing.
- Produce psycho-educational material for dissemination (e.g. vicarious trauma)
- Support the development of a peer support network within the hospital.
- Work with colleagues to develop preventative initiatives (e.g. preparing for critical incidents).
- Perform such other duties as may be assigned.

Qualifications & Requirements

- i. Bachelor's degree in Counselling Psychology or its equivalent qualification from a recognized institution
- ii. Served as a Staff Counsellor or its comparable position for a minimum period of three (3) years
- iii. Registration by the Counselors and Psychologists Society of Kenya (CPS-K)
- iv. Proficiency in computer applications
- v. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010
- vi. A Master's degree in counselling will be an added advantage.

- vii. Evidence of having taken a supervisory course will be an added advantage.

Key Competencies & Attributes

- Interpersonal skills
- Problem-solving skills
- Confidentiality
- Empathetic
- High standards of professional ethics
- Responsive and prompt
- Effective communication skills

23. Renal Counsellor KUTRRH 8- V/FT/96/2023 (3 Positions)

Job Purpose: The Renal Counsellor role exists to provide counseling and support to patients with kidney-related conditions and enhances the emotional well-being and coping skills of patients facing kidney health challenges.

Duties and Responsibilities

- Provide counseling to patients and families dealing with kidney-related issues.
- Assess patients' emotional and psychological needs.
- Develop individualized counseling and support plans.
- Offer education on kidney health and lifestyle adjustments.
- Collaborate with medical teams to provide holistic care.
- Maintain patient confidentiality and privacy.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's degree in Counselling Psychology or its equivalent qualification from a recognized institution
- ii. Registration by the Counselors and Psychologists Society of Kenya (CPS-K)
- iii. Proficiency in computer applications
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Key Competencies & Attributes

- Counseling and emotional support skills to assist patients and families facing renal issues.
- Patient education expertise to provide information on renal conditions and treatment options.
- Empathy and active listening to address patients' emotional and psychological needs.

- Collaboration with healthcare teams to ensure coordinated care and support for renal patients.

24. Liaison Officer KUTRRH 8-V/FT/97/2023 (1 Position)

Job Purpose: The Liaison Officer role exists to serve as a bridge between the hospital and external stakeholders, including patients, families, referring physicians, community organizations, and government agencies. The role aims to enhance communication, build relationships, and ensure the hospital's services are effectively accessible to the community.

Duties and Responsibilities

- Patient Relations - Act as a point of contact for patients and their families, addressing inquiries, concerns, and complaints. Provide information about hospital services, policies, and procedures to patients and their families. Facilitate communication between patients and hospital departments.
- Referring Physicians and Healthcare Providers Build and maintain positive relationships with referring physicians and healthcare providers. Ensure timely and efficient patient referrals and consultations. Collaborate with medical staff to coordinate patient care and services.
- Community Engagement - Establish connections with community organizations, patient advocacy groups, and local healthcare networks. Organize and participate in community outreach programs and health education initiatives.
- Government and Regulatory Agencies - Liaise with government agencies, regulatory bodies, and insurance providers to ensure compliance with healthcare regulations and policies. Assist in the coordination of hospital accreditation and compliance processes.
- Data Collection and Reporting - Maintain records of interactions and inquiries from patients, families, and external stakeholders. Prepare reports on patient feedback, issues, and trends for hospital management.

Qualifications and Requirements

- i. Bachelor's Degree in a relevant field such as healthcare management, public relations, business administration, or a related discipline.
- ii. Previous experience in healthcare administration, patient relations, or a related role is preferred.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competences & Attributes

- Effective communication skills to convey information clearly and professionally.
- A commitment to providing excellent customer service and patient care.

- Collaboration with hospital staff, departments, and external partners to achieve common goals.
- The ability to find creative solutions and resources to address patient and community needs.
- Flexibility to adjust to changing circumstances and needs within the hospital and the community.
- The capability to remain calm and composed during high-stress situations and emergencies.
- Willingness to advocate for patients' rights and access to healthcare services.
- Strict adherence to patient confidentiality and privacy regulations.

25. Resource Mobilization and Grants Management Officer KUTRRH 8 - V/FT/98/2023 (1 Position)

Job Purpose: The Resource Mobilization and Grants Management Officer role exists to develop and execute strategies to secure external funding, manage grant programs, and ensure compliance with grant requirements. This role aims to enhance the hospital's financial sustainability, support research and healthcare projects, and strengthen partnerships with donors and funding agencies.

Duties and Responsibilities

- Identify and assess potential funding sources, including government agencies, foundations, corporations, and international donors. Develop and implement resource mobilization strategies to diversify funding streams.
- Lead the development of grant proposals, including researching funding opportunities, writing and editing proposals, and collaborating with relevant departments. Ensure that grant proposals align with the hospital's strategic goals and priorities.
- Oversee the administration of awarded grants, including compliance with grant agreements, regulations, and reporting requirements. Maintain organized records of grant-related documents, budgets, and reports.
- Collaborate with finance and program teams to develop and manage grant budgets, ensuring that funds are used effectively and in accordance with grant agreements.
- Cultivate and maintain positive relationships with grant-making organizations, donors, and funding agencies.
- Communicate regularly with program officers and other stakeholders, providing updates on grant progress and outcomes.
- Work with program teams to establish and implement monitoring and evaluation plans for grant-funded projects. Use data and evaluation results to assess project impact and inform future proposals.
- Prepare and submit timely and accurate grant reports to funding agencies and stakeholders. Ensure compliance with grant-related regulations, policies, and reporting deadlines.
- Provide training and capacity-building support to hospital staff involved in grant activities. Stay updated on best practices and trends in resource mobilization and grants management.

Qualifications and Requirements

- i. A bachelor's degree in a relevant field, such as business administration, public administration, finance, or a related discipline.
- ii. Previous experience in resource mobilization, grant management, and grant proposal development is typically required. Experience in the healthcare or research sector is a plus.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competences & Attributes

- Strong attention to detail in grant proposal writing, budgeting, and compliance.
- Effective organizational and project management skills to handle multiple grants and deadlines simultaneously.
- Excellent written and verbal communication skills to convey grant-related information clearly and persuasively.
- Analytical skills to assess grant outcomes and make data-driven decisions.
- Ability to identify and address challenges in grant management and proposal development.
- Collaboration with internal and external stakeholders to achieve grant-related goals.
- The capability to seek out and secure funding opportunities.
- Flexibility to adapt to changing grant requirements and priorities.
- Adherence to ethical standards and integrity in grant management and reporting

26. Human Resource Officers KUTRRH 8- V/FT/99/2023 (5 Positions)

Job Purpose:

The Human Resource Officer's job exists to support all HR processes, systems and policies.

Duties and Responsibilities

- Maintaining of personnel bio-data and ensuring integrity and safety of information.
- Updating staff compliment and establishment.
- Processing employee employment details.
- Preparing retirement notification letters.
- Preparing agenda for various hospital committees.
- Advising employees on human resource policies and regulations.
- Training and mentoring human resource staff.
- Drafting routine correspondence.

- Any other duties that may be assigned by the supervisor.

Qualifications & Requirements

- Bachelor's degree in any of the following Social Sciences: Human Resource Management, Commerce, Business Administration, Business Management or a related qualification from a recognized institution.
- Postgraduate Diploma in Human Resource Management, Certified Human Resource Professional (CHRP) Certificate or its equivalent qualification from a recognized institution.
- Registration membership with the Institute of Human Resource Management (IHRM).
- Valid Practicing License.
- Proficiency in computer applications.
- Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Effective communication skills.
- High standards of professional ethics.
- Team player.
- Excellent interpersonal skills.
- Client service support and public relations skills.

27. Theatre Transplant Nurse KUTRRH 9- V/FT/100/2023 (2 Positions)

Job Purpose: The Theatre Transplant Nurse role specializes in providing nursing care during organ transplantation procedures. This role exists to ensure the safe and effective care of patients undergoing transplant surgeries.

Duties and Responsibilities

- Prepare patients for transplantation surgeries.
- Assist surgical teams during organ transplant procedures.
- Monitor patients' vital signs and responses during surgery.
- Coordinate post-transplant care and recovery.
- Maintain sterile and safe surgical environments.
- Educate patients and families on transplant procedures and aftercare.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- Higher Diploma in Peri-operative Nursing or its equivalent qualifications from a registered institution.
- Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Kenya Registered Nursing or equivalent qualification from a recognized institution.

- iii. Registration Certificate issued by the Nursing Council of Kenya
- iv. Valid practicing license from Nursing Council of Kenya
- v. Proficiency in computer applications.
- vi. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- Surgical nursing expertise, including proficiency in assisting in transplant surgeries.
- Critical care skills to monitor patients during and after transplant procedures.
- Collaboration with surgical teams to ensure a safe and effective surgical environment.
- Patient and family education capabilities to provide guidance on post-transplant care.

28. Bio-medical Engineering Technologist KUTRRH 11- V/FT/101/2023 (2 Positions)

Job Purpose: The Bio-medical Engineering Technologist is responsible for maintaining and repairing medical equipment and devices. This role exists to ensure the reliability and safety of medical technology used in patient care.

Duties and Responsibilities

- Inspect, troubleshoot, and repair medical equipment and devices.
- Perform preventive maintenance on medical equipment.
- Collaborate with healthcare teams to assess equipment needs.
- Maintain equipment records and inventory.
- Ensure compliance with safety and regulatory standards.
- Provide training to hospital staff on equipment use and safety.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in Biomedical Engineering or its equivalent from a recognized institution.
- ii. Registration with Association of Medical Engineers of Kenya.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution Kenya, 2010.

Key Competencies & Attributes

- Biomedical equipment maintenance skills to ensure the functionality of medical devices.

- Technical troubleshooting abilities to diagnose and address equipment issues.
- Ability to collaborate with healthcare teams to provide technical support.
- Ability to educate and educate hospital staff on equipment operation and safety.
- Regulatory compliance knowledge to adhere to healthcare standards and regulations.

29. Call Centre Agent KUTRRH 11- V/FT/102/2023 (2 Positions)

Job Purpose: The Call Centre Agent at the Hospital serves as a front-line contact for patients and the public, providing information and assistance. This role exists to ensure prompt and courteous communication, appointment scheduling, and support for hospital services.

Duties and Responsibilities

- Handle incoming calls and inquiries from patients and the public.
- Provide information about hospital services, appointments, and procedures.
- Ensure excellent customer service and professionalism in all interactions.
- Maintain accurate call logs and records.
- Collaborate with hospital departments to resolve queries from callers.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in any of the following disciplines; Mass Communication Studies, Journalism, International Relations, Commerce (Marketing Option), Business Administration (Marketing Option), Communication Studies or Public Relations or its equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications
- iii. Registration with the relevant professional body
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Key Competencies & Attributes

- Customer service and communication skills to interact effectively with patients and callers.
- Appointment scheduling and coordination abilities to manage patient appointments.
- Professionalism and empathy in addressing caller inquiries and concerns.
- Record-keeping and data management proficiency to maintain accurate call logs and records.

HOW TO APPLY:

If your background and competencies match the specifications of the positions above, please apply online via: www.kutrrh.go.ke/careers

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you have to attach the *Application Form, Application Letter, Curriculum Vitae and Practicing License ONLY* when you apply to the address below:

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

The deadline for the receipt of all applications is **20th November 2023**.

KUTRRH is an Equal Opportunity Employer YOUTH, WOMEN, AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.

Please note:

1. Kenyatta University Teaching, Referral, and Research Hospital does not charge any fees for application.
2. Only shortlisted candidates will be contacted.
3. Successful candidate (s) will be required to submit the documents listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010:
 - 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.

PERSONS LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY