



Kenyatta University Teaching, Referral
& Research Hospital (KUTRRH)

Job and Person Specifications for
Advertised Position

MAY 2026

ADVERTISEMENT FOR LOCUM POSITION

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 interested and qualified individuals on locum basis for the position listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

1. Locum Health Records & Information Officer [REF No: V/LC/06/2026] 2 Posts

Job Purpose

To manage and analyze patient health records by accurately collecting, updating, coding, and compiling data to support effective healthcare services.

Duties and responsibilities

- i. Analyzing health records data.
- ii. Capturing data from service points.
- iii. Disseminating health information.
- iv. Updating of patients records/information.
- v. Gathering data from different sources/service points.
- vi. Coding and indexing of records/diseases and surgical procedures according to international classification of diseases and procedures in medicine.
- vii. Maintaining patients' master index.
- viii. Maintaining diagnostic and surgical indices.
- ix. Compiling of medical statistics preparing health records and reports.

Key Qualifications and Experience Requirements

- i. Bachelor's Degree in any of the following disciplines; Health Records and Information Management or equivalent qualification from a recognized institution.
- ii. Registered member of Association Medical Records Officers-K.
- iii. Valid Licence.
- iv. Proficiency in computer applications.

Core Competencies

- i. Strong analytical and critical thinking skills with good clinical judgement for effective problem-solving.
- ii. Effective communication with patients, families, and colleagues.
- iii. Resilience and adaptability in high-pressure medical situations.
- iv. High level of teamwork and seamless collaboration within multidisciplinary teams.
- v. Empathy, compassion, and commitment to patient welfare.
- vi. Ethical practice and professional integrity in patient care.

HOW TO APPLY:

For a detailed job description, qualifications, and application instructions, please visit our website at (www.kutrrh.go.ke/careers).

All applications should be submitted via (<https://recruitment.kutrrh.go.ke/>) with the subject line clearly indicating the position applied for (e.g., "Application for Locum Health Records & Information Officer" and Job Reference Number). All applications should reach KUTRRH not later than **Tuesday, 26th May 2026.**

Please note that:

1. Kenyatta University Teaching, Referral, and Research Hospital does not charge a fee at any stage of the recruitment process.
2. Only shortlisted candidates will be contacted.
3. Canvassing will lead to automatic disqualification.
4. Shortlisted candidates will be required to demonstrate compliance with Chapter Six of the Constitution by submitting required documents (e.g., clearance certificates from EACC, DCI, KRA, HELB, CRB and CUE/ KNAQ for those with academic qualifications obtained from learning institutions outside Kenya).

Applicants are required to attach the following documents in PDF format:

- Application Letter
- Curriculum Vitae with email and telephone contacts of three (3) referees
- Copy of National ID
- Copy of Valid Practicing License
- Copies of academic and professional certificates (MUST be certified by the issuing institution; all applicants with foreign qualifications must get the qualifications equated to those of the Kenyan education system)
- Testimonials and any other relevant document

*The Chief Executive Officer,
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KUTRRH is an equal opportunity employer and respects inclusivity, and diversity. Persons living with disabilities and individuals from marginalized and minority communities who meet the person specifications are strongly encouraged to apply.

