



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

Career Opportunities at Kenyatta University Teaching, Referral & Research Hospital

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation established under Legal Notice No. 4 of 2019 as a Level 6 Referral Hospital equipped with state-of-the-art medical equipment and facilities. KUTRRH employs cutting-edge research, innovation, training and partnerships to keep abreast with advancements in healthcare management. The Hospital's vision is to be a premier referral Hospital renowned for excellence in clinical care, training, research and innovation with a mission to enhance the health and well-being of Kenyans and global citizens through provision of patient-centered and evidence-based healthcare.

KUTRRH is seeking to recruit highly motivated, dynamic, and results-oriented individuals of high integrity, with innovation and the ability to deliver results, to fill the following vacant positions. The Hospital invites applications from suitably qualified candidates to fill the following positions:

Position: Director, Human Resource and Administration.

Job Grade: KUH 2. - 1 Post

Job Reference: V/FT/E/2026/1

Job Purpose

Reporting to the Chief Executive Officer, the Director, Human Resource and Administration will provide strategic leadership, policy direction and oversight for the Human Resource, Administration and Hospitality functions of the Hospital. The position is responsible for developing and implementing integrated people management, administration and hospitality strategies that promote organizational effectiveness, good governance, operational excellence and achievement of the Hospital's strategic objectives.

Duties and responsibilities

The Director, Human Resource & Administration will be responsible for the following:

A. Human Resource Management

1. Provide strategic leadership in the development, implementation, review and monitoring of Human Resource policies, strategies, regulations and procedures.
2. Lead workforce planning, organizational design, job evaluation, succession planning and institutional transformation initiatives.
3. Oversee recruitment, selection, appointment, deployment, promotion, transfers, career progression and retention of staff.
4. Oversee the development and implementation of performance management, productivity improvement and reward management systems.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

5. Spearhead leadership development, learning, talent management and continuous professional development programmes.
6. Oversee employee relations, labour relations, disciplinary management, grievance handling and dispute resolution.
7. Lead employee engagement, staff wellness, staff welfare, occupational health and employee assistance programmes that promote a healthy and productive workforce.
8. Oversee staff remuneration and benefits administration.
9. Establish, implement and continuously improve the Human Resource Information System (HRIS) and people analytics for evidence-based decision-making.
10. Advise the Board, Chief Executive Officer and Senior Management on Human Resource policies, labour laws, industrial relations and emerging Human Resource practices.
11. Ensure compliance with employment legislation, public service policies, professional Human Resource standards and relevant statutory requirements.
12. Lead organizational culture transformation and institutional change management programmes.
13. Promote ethics, diversity, inclusion, accountability and high-performance standards across the Hospital.
14. Provide leadership, coaching, mentoring and performance management to Heads of Departments and other staff.
15. Build and maintain strategic partnerships with Government agencies, regulatory bodies, development partners and other stakeholders.
16. Promote research, innovation and evidence-based management practices.
17. Ensure prudent management and accountability of human, financial and physical resources.
18. Monitor Directorate performance and ensure achievement of strategic and operational targets.

B. Administration Services

1. Provide strategic leadership and oversight of the Administration Department.
2. Develop and implement administrative policies, systems and procedures that support efficient institutional operations.
3. Oversee Office Administration services to ensure effective administrative support across the Hospital.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

4. Oversee Transport and Fleet Management to ensure efficient, safe and cost-effective operations.
5. Oversee General Records Management, Archives and Registry Services, ensuring proper records management, archives and document control in compliance with applicable legislation.
6. Provide strategic oversight of Chaplaincy Services to support the spiritual and psychosocial wellbeing of patients, staff and visitors.
7. Promote digital transformation and automation of administrative processes.
8. Ensure prudent utilization and accountability of administrative resources.
9. Promote customer service excellence and continuous improvement in administrative service delivery.
10. Provide oversight of Construction and Estate Management, including infrastructure development, maintenance planning, estate administration and space management.
11. Coordinate administrative risk management, business continuity and disaster preparedness initiatives.
12. Ensure compliance with statutory and institutional administrative procedures and governance requirements.

C. Hospitality Services

1. Provide strategic leadership and oversight of the Hospitality Department.
2. Develop and implement hospitality policies, operational standards and quality assurance frameworks.
3. Provide oversight of Catering Services to ensure safe, nutritious and quality food services for patients, staff and other clients.
4. Provide oversight of Housekeeping Services to ensure a clean, safe and conducive healthcare environment.
5. Provide oversight of Laundry and Tailoring Services to ensure efficient linen management, garment production and maintenance of institutional uniforms.
6. Provide strategic oversight of Engineering Services to ensure efficient operation, maintenance and continuous improvement of hospital infrastructure, utilities and engineering systems.
7. Provide strategic oversight of Security Services to safeguard patients, staff, visitors, institutional assets and Hospital property.
8. Promote environmentally sustainable, cost-effective and innovative hospitality operations.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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9. Ensure compliance with occupational safety and health requirements, infection prevention and control standards, environmental regulations and other statutory requirements.
10. Promote patient-centred hospitality services and continuous improvement in customer experience.

Key Qualifications and Experience Requirements

Candidates must demonstrate the following minimum academic, professional and experiential qualifications to be considered for appointment:

- i. Bachelor's degree in human resource management or equivalent qualification from a recognized Institution;
OR;
Bachelor's degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce or an equivalent qualification from a recognized institution plus a Post Graduate Diploma in Human Resource Management/Development from a recognized Institution.
- ii. Master's degree in any of the following disciplines: Human Resource Management or equivalent qualification from a recognized Institution.
- iii. Certified Human Resource Professional (CHRP-K) or an equivalent professional qualification recognized by the Institute of Human Resource Management.
- iv. Registered by the Institute of Human Resource Management (IHRM).
- v. A valid practicing license by the Institute of Human Resource Management (IHRM).
- vi. Cumulative service period of fifteen (15) years relevant work experience, three (3) of which must have been in a Senior management position.
- vii. Leadership Course lasting not less than four (4) weeks from a recognized Institution.
- viii. Proficiency in computer applications.
- ix. Compliance with Chapter Six of the Constitution of Kenya.

Core Competencies

Applicants should possess the following core competencies to successfully deliver on the responsibilities of the role:

- i. Strategic leadership and organizational transformation capabilities.
- ii. Sustainability and eco-friendly practices in administration and hospitality services.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

- iii. Expertise in labour laws and policy interpretation.
- iv. Results-oriented with strong analytical and decision-making skills.
- v. Effective communication and interpersonal skills
- vi. Strong negotiation, stakeholder engagement and partnership-building abilities.
- vii. Strong team mentorship and capacity-building skills.
- viii. High ethical standards and professional integrity.

Terms of Service

The successful candidate will be engaged on a five (5) year contract, renewable once, subject to satisfactory performance.

Position: Deputy Director, Human Resource Management and Development.

Job Grade: KUH 3. 1 Post

Job Reference: V/FT/E/2026/2

Job Purpose

Reporting to the Director, Human Resource and Administration, the Deputy Director Human Resource Management and Development will provide strategic leadership to the Human Resource Management & Development function, ensuring the formulation, implementation, and compliance of Human Resource policies, procedures, regulations and best practices to attract and retain a high-performing, engaged and motivated workforce.

Duties and responsibilities

The position holder will be responsible for the following:

- i. Coordinating the formulation and review of Human Resource Management and Development policies, procedures, and regulations.
- ii. Interpreting and advising on the application of the Human Resource Instruments, Labour Laws, public service policies, guidelines and all statutory requirements related to human resource management and development.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

- iii. Directing the Hospital's workforce planning, organizational design, and job evaluation exercises.
- iv. Overseeing recruitment, selection, on-boarding, and staff placement programs.
- v. Leading staff training, development and capacity building strategies.
- vi. Managing the Hospital's Performance Management System, including its implementation, monitoring, and evaluation.
- vii. Coordinating the development, review and implementation of staff career progression guidelines and succession planning frameworks.
- viii. Administering employee compensation, benefits, payroll, and staff welfare schemes.
- ix. Promoting and maintaining cordial employee and industrial relations, including managing and advising on collective bargaining processes.
- x. Handling and resolving disciplinary cases, grievances, and conflicts in line with established policies and procedures.
- xi. Directing the implementation and maintenance of the Human Resource Information Management System.
- xii. Advising management on change management initiatives and institutional culture development.
- xiii. Ensuring timely preparation and submission of all statutory and internal Human Resource reports.
- xiv. Guiding the formulation of the departmental budget and monitoring its execution.
- xv. Mentoring and supervising staff within the Human Resource Management and Development Department.
- xvi. Promoting National Values and Principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.
- xvii. Any other duty as may be assigned.

Key Qualifications and Experience Requirements

Candidates must demonstrate the following minimum academic, professional and experiential qualifications to be considered for appointment:

- i. Bachelors degree in Human Resource Management or equivalent qualification from a recognized Institution

OR;



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

A Bachelors degree in any of the following disciplines:~Economics, Sociology, Business Administration, Public Administration, Commerce Plus a Postgraduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized Institution.

- ii. Master's degree in Human Resource Management or equivalent qualification from a recognised Institution.
- iii. Certified Human Resource Professional (CHRP-K).
- iv. At least fifteen (15) years relevant work experience, three (3) of which must have been in a management position.
- v. Leadership Course lasting not less than four (4) weeks from a recognized Institution.
- vi. Registered as a full member of the Institute of Human Resource Management (IHRM).
- vii. Valid Human Resource Management Practicing License from the IHRM.
- viii. Proficiency in computer applications.
- ix. Compliance with Chapter Six of the Constitution of Kenya.

Core Competencies

Applicants should possess the following core competencies to successfully deliver on the responsibilities of the role:

- i. Strategic thinking and innovation.
- ii. Strategic leadership and organizational change management capabilities.
- iii. Expertise in labor laws and policy interpretation.
- iv. Results-oriented with strong analytical and decision-making skills.
- v. Effective communication and stakeholder engagement.
- vi. Strong team mentorship and capacity-building skills.
- vii. High ethical standards and professional integrity.

Terms of Service

The successful candidate will be appointed on Permanent and Pensionable terms of service.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

Position: Deputy Director, Administration.

Job Grade: KUH 3. - 1 Post

Job Reference: V/FT/E/2026/3

Job Purpose

Reporting to the Director, Human Resource and Administration, the Deputy Director Administration will provide strategic oversight and direction for administrative and logistical support services, ensuring a secure, efficient, and well-maintained Hospital environment that promotes operational excellence.

Duties and responsibilities

The position holder will be responsible for the following:

- i. Directing the effective and efficient delivery of all Hospital administrative support services, ensuring a clean, safe, and functional environment.
- ii. Developing and implementing policies, procedures, and standards related to Administration to optimize service delivery and resource utilization.
- iii. Overseeing administrative support services, including Security, Engineering, Transport and Fleet Management, Estate Management, Chaplaincy, Catering, Housekeeping and Laundry.
- iv. Managing the effective utilization, maintenance, and safeguarding of the Hospital's physical assets and infrastructure.
- v. Coordinating the planning, allocation, and optimal management of the Hospital's office space and facilities.
- vi. Providing oversight over general office support services, including maintenance, utilities, cleaning, and grounds management.
- vii. Supervising the efficient management of the Hospital's central registry and corporate records systems.
- viii. Ensuring the implementation of effective security and risk management protocols for staff, patients, and visitors.
- ix. Managing the Hospital's fleet, transport logistics, and mechanical services to ensure operational readiness.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

- x. Overseeing the execution and monitoring of development projects within the administration portfolio.
- xi. Advising the Director on all complex matters relating to facility management, general administration, and logistics.
- xii. Coordinating the development of the annual work plan and budget for the Administration division.
- xiii. Liaising with external stakeholders and regulators on matters related to security, public works, and general administration.
- xiv. Promoting adherence to safety, health, and environmental standards across all Hospital premises.
- xv. Overseeing the efficient and equitable administration of staff housing and related allocation policies.
- xvi. Supervising the planning, budgeting, and prudent management of resources allocated to the administration function.
- xvii. Providing leadership in performance and productivity management, staff development, and culture change initiatives within the Administration division.
- xviii. Promoting National Values and Principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.
- xix. Any other duty as may be assigned.

Key Qualifications and Experience Requirements

Candidates must demonstrate the following minimum academic, professional and experiential qualifications to be considered for appointment:

- i. Bachelor's degree in Public Administration, Business Administration, Political Science/Government, Anthropology, Social Sciences or any other relevant field from a recognized Institution.
- ii. Master's degree in Public Administration, Business Administration, Political Science/Government, Anthropology, Social Sciences or any other relevant field from a recognized Institution.
- iii. At least fifteen (15) years relevant work experience, three (3) of which must have been in a management position.
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution.



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
P. O Box 7674- 00100 Nairobi

- v. Proficiency in computer applications.
- vi. Compliance with Chapter Six of the Constitution of Kenya.

Core Competencies

Applicants should possess the following core competencies to successfully deliver on the responsibilities of the role:

- i. Strong leadership and team-building capabilities.
- ii. Expertise in estate management, logistics, and asset stewardship.
- iii. Prudence in resource and budget management.
- iv. Results-oriented with strong analytical and decision-making skills.
- v. Strong project management and implementation capability.
- vi. Effective communication and stakeholder engagement.
- vii. High ethical standards and professional integrity.

Terms of Service

The successful candidate will be appointed on Permanent and Pensionable Terms of Service.

How to Apply

Suitably qualified candidates should apply online via the portal: <https://recruitment.kutrrh.go.ke/>, clearly indicating the job reference number and position applied for.

The detailed job Description is available on the Hospital website: <https://www.kutrrh.go.ke/careers/>.

Applicants are required to complete and/or update their online profile and upload the following documents in PDF format:

1. Application Letter.
2. Copy of National Identification Card.
3. Copy of Valid Practicing License.
4. Certified copies of academic and professional certificates.
5. Testimonials and any other relevant document.

All applicants with foreign qualifications must get the qualifications equated by Kenya National Qualifications Authority (KNQA) to those of the Kenyan education system,



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P. O Box 7674- 00100 Nairobi

Application deadline

All applications should be completed and submitted **ONLINE** by **17:00 Hours** on **Tuesday, September 01, 2026**.

The Application Letter should be addressed to:

The Chief Executive Officer,
Kenyatta University Teaching, Referral & Research Hospital
Kahawa West, Northern Bypass Road, Nairobi
P. O. Box 7674 - 00100, GPO Nairobi

Please note that:

- i. Kenyatta University Teaching, Referral, and Research Hospital does not charge a fee at any stage of the recruitment process.
- ii. Only shortlisted candidates will be contacted.
- iii. Canvassing will lead to automatic disqualification.
- iv. Successful candidates will be required to demonstrate compliance with Chapter Six of the Constitution by submitting required clearance certificates from:
 - a. Ethics and Anti-Corruption Commission (EACC);
 - b. Directorate of Criminal Investigations (DCI);
 - c. Kenya Revenue Authority(KRA);
 - d. Higher Education Loans Board (HELB); and
 - e. Credit Reference Bureau(CRB).

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.