



# Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

## Job Descriptions for Various Cadres

**ADVERTISEMENT FOR SPECIALISED PROFESSIONALS**

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 on a three (3) to five (5) year performance-based renewable contract for the positions listed below. Applicants must demonstrate diligence, commitment, and a positive attitude.

**1. PALLIATIVE CARE SPECIALIST                      V/FT/1/2023   1 POST**

**Duties and Responsibilities**

The main duties and responsibilities will be to:

- i. Coordinating and completing palliative care consults with patient's doctors.
- ii. Available as a consultant to patients, families and staff (hospital and hospice) regarding end-of-life issues and palliative care.
- iii. Assisting with education and training of employees, nurses, medical students, residents, and visiting scholars.
- iv. Assisting with education of hospital medical doctors, Nurses, social Services and Case Management.
- v. Assisting with education of the community regarding palliative care and associated services.
- vi. Collaborating with provider relations department to educate current and potential referral sources.
- vii. Ensure use of all Hospital's automated systems, as appropriate, including the Hospital Management Information System (HMIS);
- viii. Any other responsibility assigned by the supervisor in the delivery of care

**Minimum Academic Qualifications**

- i. Diploma in any of the following areas: - Clinical Medicine, Social Work, Counselling
- ii. Psychology or any other equivalent qualifications with 3 years' relevant experience
- iii. Bachelor's Degree in similar field with one (1) year experience;
- iv. Registered with relevant professional body;
- v. Palliative care specialty training from a recognized Institution;
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards

- viii. Proven track record of Palliative Care research and training in a reputable institution
- ix. Proficiency in computer applications;

### **Soft Skills Required**

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

## **2. PAEDIATRIC ENDOCRINOLOGIST V/FT/2/2023 1 POST**

### **Position summary**

The Paediatric Endocrinologist's job exists to diagnose and treat diabetes and endocrinology related medical conditions and also carry out Paediatrician duties as specified. Another key job description is conducting Paediatric Endocrinology and diabetes core research and offer training of the residents, medical officers and other cadre of staff.

### **Duties and Responsibilities**

- i. Reviewing paediatric, paediatric endocrinology and diabetes patients in the paediatric wards and clinics.
- ii. Prescribing tests, treatments related to the paediatric endocrinology and hormonal system.
- iii. Assist in setting up a paediatric endocrinology and diabetes comprehensive care centre
- iv. Maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results
- v. Training, supervising, and mentoring paediatric residents, medical officers, interns, clinical officers and nurses
- vi. Conducting research and putting out publications on Paediatric Endocrinology and diabetes.
- vii. Conducting Paediatric ward rounds and calls.
- viii. Ensure use of all Hospital's automated systems, as appropriate, including the Hospital Management Information System (HMIS);
- ix. Any other responsibility assigned by the supervisor in the delivery of care

### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Surgery from a recognized institution(MB.Ch.B).
- ii. Master of Medicine in Paediatric and Child health from a recognized institution.
- iii. Subspecialty / fellowship training in Paediatric Endocrinology and Diabetes from a recognized institution.

- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. Proven track record of medical research and training.
- x. At least one (1) year working experience as a Paediatric endocrinologist in a busy hospital

#### **Soft Skills Required**

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

### **3. PHYSICIAN INTENSIVIST - V/FT/3/2023- 2 POSTS**

#### **Position Summary**

The Intensivist does collaborative and collegial work with a large, multidisciplinary intensive care group.

#### **Duties and Responsibilities**

- i. Provide care to critically ill patients in the Intensive Care Units as well as supervise critical care staff.
- ii. Evaluates patients who may require critical care from the Emergency Department or other inpatient units, including consultations for emergencies in other critical care units.
- iii. Team leader in the Emergency responses Team and supervises medical house staff in Medical Codes, and Rapid Response Teams.
- iv. Ensures continuous medical cover for all patients admitted to the Intensive Care Unit and liaising with other medical specialties as required.
- v. Ensuring plans are acted upon and specific diagnostic tests carried out diligently.
- vi. Train all staff in ICU management, maintain infection control practices and Airway management.
- vii. Co-ordinate communication with patient's relatives, referring hospitals.
- viii. Respectfully collaborate with a diverse set of team members

#### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in internal medicine from a recognized institution.
- iii. Fellowship in Critical Care Medicine from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid Practice License.
- vii. Professional Insurance Indemnity Cover.

- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as an Intensivist in a busy hospital.

### **Soft Skills Required**

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

## **4. ENDOCRINOLOGIST V/FT/4/2023 2 POSTS**

### **Position Summary.**

The Endocrinologist's job exists to diagnose and treat diabetes and endocrinology related medical conditions and also carry out internal medicine physician duties as specified. Another key job description is conducting endocrinology and diabetes core research and offer training of the residents, medical officers and other cadre of staff.

### **Duties and Responsibilities**

- i. Reviewing endocrinology and diabetes patients in the medical wards and clinic.
- ii. Prescribing tests, treatments related to the endocrinology and hormonal system.
- iii. Assist in setting up an endocrinology and diabetes comprehensive care centre
- iv. Maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results
- v. Training, supervising, and mentoring internal medicine residents, medical officers, interns, clinical officers and nurses
- vi. Conducting research and putting out publications on endocrinology and diabetes.
- vii. Conducting internal medicine ward rounds and calls.

### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Internal Medicine from a recognized institution.
- iii. Subspecialty / fellowship training in Endocrinology and Diabetes from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPC.
- vi. Valid Practice License.

- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. Proven track record of medical research and training.
- x. At least one (1) year working experience as an endocrinologist in a busy hospital

#### **Soft Skills Required**

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

### **5. RADIOLOGIST AND SPECIALIST IN CARDIAC IMAGING - V/FT/5/2023- 2 POSTS**

#### **Position Summary**

The Radiologist's job exists to perform and interpret medical images such as X-rays, CT scans, ultrasounds, MRIs etc.

#### **Duties and Responsibilities**

- i. Provide clinically appropriate assessment, interpretation, and reporting on imaging adhering to standard guidelines.
- ii. Provide timely reporting of radiographs, mammograms, CT and MRI to facilitate efficient patient flows.
- iii. Performing fluoroscopy and specialized ultrasound examinations.
- iv. Reporting of emergency imaging examinations.
- v. Provide consultation services during working hours and call hours.
- vi. Engage in multidisciplinary team discussions.
- vii. Participate in capacity building through CMEs.
- viii. Attend and actively participate in clinical departmental meetings.
- ix. Work with other team members to mutually agreed work schedules and waiting list management processes, in consultation with the Head of Department.
- x. Conduct in scientific research and publications.

#### **Minimum Academic Qualifications**

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

## Soft Skills Required

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

## 6. NEURO PHYSIOLOGIST V/FT/6/2023 2 POSTS

### Position summary

Neuro Physiologist responsibilities include running cognitive tests of patients, evaluating patient needs and diagnosing and treating brain-based disorders

### Responsibilities

- i. Devise experimental treatments for specific brain injuries
- ii. Carry out tests of mental faculties and oversee PET scans, MRIs and other scans.
- iii. Assist patients in reaching their treatment goals
- iv. Advise and consult on the development of pharmaceutical drugs that could affect central nervous system functions
- v. Perform evaluative duties and offer expert opinions in a forensic context at legal proceedings
- vi. Participate in conferences and seminars to keep up with recent developments in the field

### Minimum Academic Qualifications

- i. Bachelor of Medicine and Surgery or any other equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council.
- ii. Master of Medicine in Radiology and Imaging from an institution recognized by the Kenya Medical Practitioners and Dentists Council.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License from KMPDC.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.
- viii. Experience working on a research team conducting drug trials may be advantageous
- ix. A strong ability to work in research and clinical contexts

- x. Strong analytical skills, attention to detail and ability to remain focused on the task at hand and relevant training and/or certifications as a Neuro Physiologist

#### **Soft Skills Required**

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

### **7. PHYSICIAN (SPECIALIST IN INFECTIOUS DISEASES)- V/FT/7/2023-2 POSTS**

#### **Position Summary**

The Infectious Disease Specialist job exists to coordinate and provide Infectious Disease Specialist services, research and training in the hospital.

#### **Duties and Responsibilities**

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

#### **Minimum Academic Qualifications**

- i. Bachelors' Degree in a Medicine and Surgery from a recognized institution.
- ii. Masters or Postgraduate Certification in Infectious Diseases from a recognized Institution.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iv. Recognition as a specialist by the KMPDC.
- v. Valid Practice License.
- vi. Professional Insurance Indemnity Cover.
- vii. Proficiency in computer applications.



- viii. At least three years of working experience as Infectious Disease Specialist in a reputable hospital.

### **Soft Skills Required**

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

## **8. PAEDIATRIC INTERVENTIONAL CARDIOLOGISTS V/FT/8/2023- 1 POSTS**

### **Duties and Responsibilities**

- i. Is responsible for managing the assigned clinics as per the approved rota.
- ii. Is to admit the patients under his/ her care whenever indicated within the limits of the approved and assigned privileges.
- iii. Is responsible for the initial assessment, investigation, analysis & interpretation of the clinical findings and test results, arriving at diagnosis, treatment, and re-assessment and follow-up of the patients.
- iv. Is to prescribe, administer medication, therapy, and/or other appropriate care to treat or prevent further complication of the disease.
- v. Is responsible for explaining procedures and discussing diagnostic results or prescribed treatments with the patients and/or with the authorized attendants.
- vi. Is responsible for monitoring the patient's condition and progress and re-evaluate/ re-assessment and treat the patient accordingly.
- vii. Is responsible for referring the patient to other consultants/specialists when necessary, also consult, or provide consulting services to, other physicians whenever requested.
- viii. Is responsible to pay daily rounds to In-Patients and referred patients.
- ix. Is responsible for documenting and completing all medical record of the patients and update on the progress of the patient appropriately.
- x. Is responsible for reviewing and countersigning the entries and notes of all junior medical staff in case of patients under his care.
- xi. Is responsible for performing diagnostic and/or therapeutic procedures for which the Consultant PICU/NICU is privileged for.

- xii. Is responsible for approving the discharge summary, follow-up plan, medical report of the patients.
- xiii. Is responsible for assuming duties as the Coordinator of the PICU/NICU as and when required by the management.
- xiv. Is responsible for ensuring the implementation of all approved policies, procedures, rules, regulations, protocols, guidelines and clinical pathways that guide and support the provision of clinical services.
- xv. Is responsible for directing, supervising and coordinating the activities of specialists, residents, nurses, therapists, assistants and other medical staff involved in patient care.
- xvi. Is to advise and contribute to the development of policies and procedures as part of the continuous quality improvement program of the PICU/NICU.
- xvii. Is invited to serve on Departmental / Hospital Committees as required.
- xviii. Is responsible to be On-Call as per hospital policy.
- xix. Is required to attend the Code Blue, whenever applicable, and should be involved in all other emergency codes of the hospital.
- xx. Is to provide the reports and information as and when required by the Coordinator of the PICU or Hospital Administrator
- xxi. Is responsible for identifying and bringing all Medico-Legal Cases to the notice of the management on time in accordance with the hospital policy.
- xxii. Is to participate in the academic activities of the hospital at the capacity of a resource personnel.

### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Paediatrics and/or Anesthesiology from a recognized institution.
- iii. Subspecialty / fellowship training in paediatrics from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid practice license.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.

### **Soft Skills Required**

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

## **9. OPTOMETRIST- V/FT/9/2023-2 POSTS**

### **Position summary**

Optometrists responsibility includes assessment of patients' eyes to identify vision defects, diseases, and injuries, maintaining medical files, evaluating eye defects, recording treatment plans, and performing eye inspections

### **Responsibilities**

- i. Perform thorough routine eye inspections.
- ii. Identify the patient's visual alertness, field of vision, and hand-eye coordination.
- iii. Diagnose sight problems, such as nearsightedness and color blindness.
- iv. Prescribe corrective lenses and medications.
- v. Maintain accurate medical files for all patients.
- vi. Promote eye health by teaching patients about proper eye care techniques.
- vii. Identify and assess eye defects and diseases such as diabetes and liver failure.
- viii. Record all diagnosis and treatment plans including transfers and therapeutic prescriptions.

### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Paediatrics and/or Anesthesiology from a recognized institution.
- iii. Subspecialty / fellowship training in paediatrics from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).

- v. Recognition as a specialist by the KMPDC.
- vi. Valid practice license.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications
- ix. Doctor of optometry (O.D.) degree.
- x. Must possess a state-issued license for O.D. and optometry.
- xi. A minimum of 2 years 'experience as an Optometrist.
- xii. Outstanding communication and interpersonal skills.
- xiii. In-depth knowledge of eye-related disorders and conditions.
- xiv. Customer service oriented with excellent analytical skills

## 10. CLINICAL QUALITY ASSURANCE MANAGER- V/FT/10/2023-1 POST

### **Duties and responsibilities:**

- i. Assigning, reviewing, and evaluating the work of professional, technical, and clerical staff;
- ii. Interpreting and implementing quality assurance standards;
- iii. Monitoring unusual occurrences, reporting follow-up procedures and report monthly and year-to-date comparisons;
- iv. Revising of record forms and procedures;
- v. Reviewing quality assurance standards, policies and procedures, and interviews personnel and customers to evaluate effectiveness of quality assurance program;
- vi. Reviewing and evaluating patients' medical records, applying quality assurance criteria;
- vii. Performing quality-assurance functions to accomplish business coordination, monitoring, and reporting of quality-assurance studies according to the Quality Assurance plan;
- viii. Responsible for knowing current Quality Assurance regulations and informing the Director of any new and/or revised regulations imposed;
- ix. Selects specific topics for review, such as problem procedures, drugs, high volume cases, high risk cases, or other factors;
- x. Compiling statistical data and writes narrative reports summarizing quality assurance findings; and
- xi. Maintaining current and accurate records of all relevant communications, audits, corrective action plans, and effectiveness.

### **Minimum Academic Qualifications**

- i. A minimum period of eight (8) years relevant work experience with at least five (5) years in a supervisory position.
- ii. Bachelor's Degree in any of the following disciplines; sciences, Economics, Statistics or its equivalent from a recognized institution.
- iii. Master's degree in Management Health Economics health management with an option in Quality Assurance, Statistics mathematics and or any other relevant program from recognized institution.
- iv. Leadership/Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Membership to relevant professional body where applicable.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- viii. 2010.
- ix. Shown merit and ability as reflected in work performance and results.

**a) Soft Skills**

- i. Resource management skills.
- ii. Managing performance and driving for outcomes.
- iii. Effective communication skills.
- iv. Risk management.
- v. Technical Key Competencies.
- vi. Decision-making and problem solving skills.
- vii. High standards of professional ethics.
- viii. Managerial and administrative skills.
- ix. Leading team.

**11. CLINICAL QUALITY ASSURANCE OFFICER- V/FT/11/2023-1 POST**

**Position Summary**

Quality Assurance and Standards officers are responsible for ensuring that products and services meet the established standards set by the institution. Duties include maintaining strong overall quality control of services adhering to reliability, performance and customer expectation, This is the entry and training grade to this cadre. An officer at this level will work under the supervision of a senior officer.

**Duties and Responsibilities at this level entails:**

- i. Participating in identification of quality standards for various units/departments;
- ii. Collection and analyzing data relating to the quality assurance surveys and submitting reports on specific assignments;
- iii. Preparing quarterly/yearly survey reports;
- iv. Developing instruments for questionnaires; and
- v. Supervising, counseling, guiding and mentoring staff.

**Minimum Academic Qualifications**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines; sciences, Economics, Statistics or its equivalent from a recognized institution.
- ii. At least three (3) years' experience in a similar position
- iii. Membership to a relevant professional body where applicable.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **Soft skills**

- i. Effective communication skills.
- ii. Supervisory skills.
- iii. Good time management.
- iv. Decision-making and problem solving skills.
- v. Target setting.
- vi. High standards of professional ethics.
- vii. Responsive, prompt and effective provision of services.
- viii. Team player.
- ix. Excellent interpersonal skills;
- x. Client service support and public relations.

## **12. STATISTICIAN- V/FT/12/2023- 1 POST**

### **Position summary**

To provide statistical support for ongoing projects related to demography and field epidemiology.

### **Duties and Responsibilities**

- i. Developing study analysis plan.
- ii. Providing advice on randomization and frequently observing randomization.
- iii. Liaising with trial and data analyst and data officer about data quality and missing data, verifying data accuracy and validity.
- iv. Scheduling and preparing reports of analyses for independent Data Monitoring Committees, Steering Committees, and publications.
- v. Actively interrogating the data for discrepancies, errors, and missing data, to verify the accuracy and validity of the data. Reporting and liaising with trial investigators, on the quality of the data and resolving any errors according to the study protocol.
- vi. Discussing and interpreting results with research team and collaborators in the trial/study.
- vii. Ensuring deadlines and project milestones relating to data and analyses are met, coordinating with other members of staff and external collaborators as necessary.

### **Minimum Academic Qualifications**

- i. A Bachelor's degree in mathematics or statistics
- ii. At least three (3) years' experience in a similar position with demonstrated research experience, preferably in the health sciences.
- iii. Excellent computer skills and familiarity with one or more statistical packages (including Stata, R, SPSS or SAS) plus knowledge of any SQL-compliant DBMS (e.g., MS-Access, MS-SQL, MySQL Postgres, Oracle, DB2 etc.

### **Soft skills**

- i. Effective communication skills.
- ii. Supervisory skills.
- iii. Good time management.
- iv. Decision-making and problem solving skills.
- v. Target setting.
- vi. High standards of professional ethics.
- vii. Responsive, prompt and effective provision of services.

- viii. Team player.
- ix. Excellent interpersonal skills
- x. Client service support and public relations

### **13. INFECTION CONTROL OFFICER- V/FT/13/2023-2 POSTS**

#### **Duties And Responsibilities**

- i. Providing specialist advice to all hospital staff in respect to improving the patient care and the reduction of hospital associated infections and other infection prevention issues.
- ii. Identifying, investigating and monitoring infections and hazardous practice/ procedures which could pose health risks to patients, staff or the public.
- iii. Communicating with patient/ relatives and giving advise relating to infection prevention and control appropriately.
- iv. Implementing the annual infection prevention programme plan for goal achievement in conjunction with the Infection prevention & control Team.
- v. Working with other health care workers in the investigation and control of outbreaks or increased incidents of infection in primary and secondary care.
- vi. Assisting in the collection and the analysis of data for surveillance/ audit in conjunction with infection prevention & control and clinical teams.
- vii. Liaising with other outside health care agencies who deal with IPC issues.
- viii. Liaising with staff who oversee quality in the hospital (Quality assurance) to ensure patient safety.
- ix. Liaising with microbiology lab and conducting of HAI surveillance and investigation of outbreaks within Hospital.
- x. Participate in the collection of surveillance data, identify sources and trends of infections and ensure that decisions on infection prevention control measures are fully informed.
- xi. Compile HAI surveillance reports as required and give feedback to the infection prevention and control and Clinical teams and other interested parties.
- xii. Assist in implementation and compliance of policies, guidance and procedures relating to infection prevention and control in the hospital, in conjunction with other members of the infection prevention and control team.
- xiii. Participate in identifying training needs for all staff and providing education and training regarding the prevention of HAIs.

- xiv. Liaising with the county disease surveillance officer regarding infectious and communicable disease reporting.
- xv. Support IPC Link persons in their roles in areas across the hospital in order to ensure IPC is an integrated part of patient/ client care.

#### **Minimum Academic Qualifications**

- i. Diploma or Bachelor Degree in applied Clinical science preferably both Nursing and Public Health or Microbiology.
- ii. Prior Clinical relevant working experience of 3 years in a similar position will be an added advantage.
- iii. Any training or courses related to infection prevention and control programme or Epidemiology is helpful
- iv. Duly Registered and licensed by the relevant body

#### **Soft Skills**

- i. Team Player
- ii. Good communication skills
- iii. Computer Literacy
- iv. Ability to work Independently while Prioritizing task

### **14. PUBLIC HEALTH OFFICER- V/FT/14/2023-1 POST**

#### **Position summary**

Reporting to the Senior Public Health Officer, the Public Health Officer will job exists to provide and implement public health and sanitation policies and procedures, and services and advise on the same at KUTRRH

#### **Duties and Responsibilities**

- i. Implement hospital public health and sanitation programmes and projects for safe and habitable environment for patients, staff and other visitors of the hospital.
- ii. Implement and enforcement of all environmental health and safety systems, policies, procedures and practices in the hospital.
- iii. Ensure that all food, beverage and other consumables are handled within the established standards of cleanliness and hygiene in the hospital.
- iv. Ensure water supplies quality control, food quality control and safety control in order to control communicable diseases and suppress epidemics in the hospital.



- v. Ensure proper drainage of water rain water, used water and sewage are properly drained and their drainage systems properly functioning in the hospital.
- vi. Ensure minimization of wastage of consumable materials and of course proper and safe waste disposal systems in the hospital.
- vii. Provide technical advice on preventive and promotive health and ensure compliance to the national public health policies and regulations in the hospital.
- viii. Work in collaboration with clinical epidemiologist, and hospital engineering sections and specialists to ensure environmental safety and security in the hospital.
- ix. Work with other public and health and sanitation stakeholders, partnerships and networks for safe environment in the community within and without the hospital.
- x. Provide public health and sanitation advisory service to the hospital executive and other stakeholders, and sensitize among them all public health and sanitation policies and programmes in the hospital.
- xi. Appropriately management of public health and sanitation data and information and ensure its compilation, custody and appropriate reporting in the hospital.
- xii. Provide clinical research and training to students in the hospital.
- xiii. Guide and mentor junior public health and sanitation staff, interns and students in the hospital.

#### **Minimum Academic Qualifications**

- i. Bachelors' Degree in Environmental Health Sciences from a recognized institution.
- ii. Computer literate
- iii. Knowledge of relevant legislations
- iv. Knowledge of professional standards
- v. Proven track record of clinical research and training in a reputable institution
- vi. Must be registered with the Public Health Officers' and Technicians' Council of Kenya.
- vii. At least one year working experience as a Hospital Public Health Officer in a reputable hospital.

#### **Soft skills required for the job:**

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

### **15. ORTHO-TRAUMA TECHNOLOGIST- V/FT/15/2023-3 POSTS**

#### **Position summary**

Reporting to the Orthopedic Trauma Technologist, the Orthopaedic Trauma Technician job exists to support Orthopedic Surgeons and Orthopedic Technologist in the treatment and care of orthopedic patients at KUTRRH.

#### **Duties and Responsibilities**

- i. Prepare or set up traction as requested by the physician and can assess patients in traction, detect deficiencies in the equipment and make adjustments as needed in the hospital.
- ii. Provide information and advice to patients and their relatives/careers regarding their cast or splint and manage their injuries in the orthopedic surgery unit of the hospital.
- iii. Deal with orthopedic patients' problems, concerns and queries regarding casts or splints in the hospital.
- iv. Work with the orthopedic trauma technologists to provide cast to patients with bone & joint problems in the orthopedic surgery unit of the hospital.
- v. Fit and apply pre-operative braces, crutches and other soft goods to patients in the orthopedic surgery unit of the hospital.
- vi. Correcting Congenital Talipes Equino – Varus (C.T.E.V)
- vii. Support with orthopedic procedures, including wound care, aspirations, minor surgical procedures and fracture reductions in the hospital.
- viii. Give patients instructions concerning cast care and the use of orthopedic appliances in the orthopedic surgery unit of the hospital.
- ix. Clean and stock casts and soft goods room, order special supplies or equipment in the orthopedic surgery unit of the hospital.
- x. Participating in the management of minor orthopedic and trauma cases in emergencies and accidents.
- xi. Sensitivity and creating awareness on orthopedic trauma conditions to the communities.
- xii. Counselling patients/ clients on issues regarding orthopedic trauma
- xiii. Support patients and their relatives throughout their time in casting (plaster) room in the orthopedic unit of the hospital.

#### **Minimum Academic Qualifications**

- i. Certificate in Orthopedic Plaster & Traction Technology or Orthopedic plaster Technology or it's equivalent from a recognized institution.
- ii. A Diploma in Orthopedic & Trauma Technology or Orthopedic & Trauma Medicine will be an added advantage.
- iii. Professional qualification required to perform effectively in the role:
- iv. Registration with the respective regulatory or professional body if applicable
- v. At least three years' working experience as an Orthopaedic Trauma Technician in a reputable health facility
- vi. Computer literate Knowledge of relevant legislations Knowledge of professional standards

#### **Soft skills required for the job:**

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

## 16. CATH LAB PERFUSIONIST- V/FT/16/2023-2 POSTS

### Duties and Responsibilities

- i. Monitoring and controlling extracorporeal perfusion equipment during cardiopulmonary bypass surgery and related procedures on patients of all ages, while under the direction of a physician and in accordance with established policies, procedures and standards of practice.
- ii. Selecting, assembling and preparing equipment and supplies for assigned cases.
- iii. Operating and maintaining equipment.
- iv. Monitoring and evaluating physiologic data and making adjustments in perfusion parameters as needed.
- vi. Administering prescription drugs, blood products and anesthetic agents through the extracorporeal circuit and inducing specified physiologic conditions, such as hypothermia and circulatory arrest, as ordered by a physician.
- vii. Assisting with inventory management.
- viii. Assisting with assigned projects in a collaborative cardiovascular team.

### Minimum Qualifications and Experience

- i. Diploma or degree in Nursing or Clinical Medicine.
- ii. Certification from an Accredited Perfusion Technology Program or approved program of Extracorporeal Technology.
- iii. Certification from a relevant Board of Cardiovascular Perfusion to become a certified clinical perfusionist (CCP).
- iv. Registration with the relevant professional and licensing body.
- v. Proficiency in computer applications.
- vi. At least one years' experience as a perfusionist in a busy cardiothoracic surgery program.

### Soft Skills Required

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

## 17. CATH LAB TECHNICIAN V/FT/17/2023 5 POSTS

### Duties and Responsibilities

- i. Performs duties in compliance with universal precaution and infection control.
- ii. Adheres to department standards for on call coverage.

- iii. Obtains required patient history and/or consents, reviews for accuracy, completeness and verifies patient identification and information prior to procedure.
- iv. Verifies lab results prior to procedure to determine that the results are within the normal ranges for procedure and that the patient is a candidate for administration of contrast material according to protocol.
- v. Responsible for cleaning equipment, exam rooms and keeps an orderly work area for improved efficiency.
- vi. Utilizes computer system within the hospital guidelines.
- vii. Proficient in required computer programs, documentation and computer charting.
- viii. Graduate of approved school eg Invasive Cardiovascular Technology, Paramedic Program or Respiratory Therapist Program
- ix. Cardiac or special procedure experience – Preferred.
- x. ECG interpretation experience – Preferred
- xi. Advanced Cardiac Life Support (ACLS) -(Accredited through American Heart Association or American Red Cross) – Preferred or must be acquired within three (3) months of employment.
- xii. Assess the patient’s status on arrival and throughout the procedure by demonstrating knowledge of electrocardiographic, hemodynamic, and haematological data.
- xiii. Demonstrate ability to Documents appropriately in patients’ medical record.
- xiv. Demonstrate knowledge to Instructs patient of post-catheterization limitations and restrictions.
- xv. Proficient in interpreting EKG and blood pressure tracings. (Hemodynamic monitoring)
- xvi. Knowledge of Cath Lab imaging and monitoring equipment
- xvii. Knowledge of EP equipment and procedures preferred

### **Minimum Academic Qualifications**

- i. Degree/Diploma in Nursing or equivalent qualification from a recognized institution.
- ii. Experience in Cath lab.
- iii. Proficiency in computer applications.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Registration to Society of Radiographers in Kenya (SORK).
- vii. Current practicing license from Radiation Protection Body.
- viii. At least one (1) year working experience as a phlebotomist/phlebotomy field

### **Key Skills**

- i. Able to use technology.
- ii. good at working with hands.
- iii. physically able to stand for long periods of time.
- iv. detail-oriented

### **18. HISTOTECHNOLOGIST- V/FT/18/2023-- 2 POSTS**

#### **Position summary:**

Reporting to the Laboratory Manager, the successful candidate will ensure provision of effective, efficient, and quality laboratory analytical services in the hospital.

#### **Other Responsibilities:**

- I. Receive and accession laboratory specimens following laid down procedures
- II. Participate in collection and proper handling of histology and cytology specimens
- III. Process laboratory specimens and communicate accurate results in a timely manner
- IV. Maintain laboratory records and specimen archives
- V. Maintain and control laboratory equipment
- VI. Participate in proficiency testing and other quality assurance programs.
- VII. Create and review laboratory standard operating procedures
- VIII. Sustain laboratory accreditation status
- IX. Minimum of three (3) years working experience in a busy histology laboratory

- X. Experience in an accredited laboratory will be an added advantage
- XI. Excellent skills and competency in histology and cytology.
- XII. Registration with the Kenya Medical Laboratory Technicians and Technologists Board. A current practice license is mandatory.
- XIII. Excellent computer skills
- XIV. Ability to work with minimum supervision

#### **Minimum Academic Qualifications**

- I. Diploma in Medical Laboratory Technologist
- II. Higher National Diploma in Histology
- III. Registration by The Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- IV. Should Have Current Annual Practice License from KMLTTB

#### **Soft Skills Required**

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

### **19. RENAL TRANSPLANT NURSE- V/FT/19/2023-2 POSTS**

#### **Main Duties and Responsibilities of the Job:**

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the hospital.
- ii. Transfer referred patients from the Renal unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to patients in the Renal unit of the hospital.
- iv. Ensure cleanliness and tidiness at the Renal unit of the hospital.
- v. Support Medical Officers and Medical Specialists in attending to patients in the Renal unit of the hospital.
- vi. Administer medication to patients in the Renal unit as prescribed by Medical

- vii. Officers and Medical Specialists in the hospital.
- viii. Administer patient care and nursing to outpatients in the Renal unit of the hospital.
- ix. Monitor patients' progress Renal unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital.
- x. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital.
- xi. Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the Renal unit of the hospital.
- xii. Provide nursing services research and training to students at the Renal unit of the hospital.
- xiii. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital.

### **Minimum Academic Qualifications**

- i. Diploma in Nursing from a recognized institution
- ii. Higher Diploma in Specialized Nursing(Renal) from a recognized institution
- iii. Bachelor of Science in Nursing from a recognized institution
- iv. Masters of Science in Nursing from a recognized institution
- v. Computer literate
- vi. Knowledge of relevant legislations
- vii. Knowledge of professional standards
- viii. Proven track record of nursing research and training in a reputable institution
- ix. Registration with the Nursing Council of Kenya and Valid Practice License
- x. Must have a Certificate in a course in life-saving

### **Soft skills**

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

- v. Compassionate
- vi. Organizational skills
- vii. Team building skills

## 20. CYBERSECURITY SURVEILLANCE OFFICER- V/FT/20/2023- 2 POSTS

### Position summary

The responsibility of the cyber security to detect insecure features and malicious activities within the organization's networks and infrastructure.

### Responsibilities

- i. Determine security violations and inefficiencies by conducting periodic audits
- ii. Upgrade our network and infrastructure systems
- iii. Implement and maintain security controls
- iv. Identify and solve potential and actual security problems
- v. Assess the current situation, evaluating trends and anticipating security requirements
- vi. Keep users informed by preparing performance reports; communicating system status
- vii. Maintain quality service by following organization standards
- viii. Maintain technical knowledge by attending educational workshops
- ix. Contribute to team effort by accomplishing related results as needed

### Minimum Academic Qualifications

- i. Bachelor's degree in computer science or IT related field.
- ii. Must have at least one of the following certifications or training in CEH/CHFI/ECIH/CISSP or in relevant information security solutions certification, or incidents response
- iii. At least one (1) year related IT security work experience in a large or busy organization.
- iv. Experience in cyber security threat Analysis, incident management, in digital forensics and malware analysis and in security tests or vulnerability management

### Soft skills

- i. Proven work experience as a Cyber Security Specialist or similar role
- ii. Hands-on experience analyzing high volumes of logs, network data and other attack artifacts
- iii. Ability to work long hours including night shifts
- iv. Experience with vulnerability scanning solutions
- v. Proficiency with antivirus and security software
- vi. Bachelor's degree in Computer Science, Information Systems, or equivalent education or work experience

## 21. NETWORK ADMINISTRATOR- V/FT/21/2023- 1 POST

### Position summary



maintain a reliable, secure and efficient data communications network.

### **Duties and responsibilities**

- i. Fully support, configure, maintain and upgrade corporate customer's networks and in house servers
- ii. Install and integrate new server hardware and applications
- iii. Keep an eye out for needed updates
- iv. Support and administer third-party applications
- v. Ensure network security and connectivity
- vi. Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses
- vii. Set up user accounts, permissions and passwords
- viii. Resolve problems reported by end user
- ix. Define network policies and procedures
- x. Specify system requirements and design solutions
- xi. Research and make recommendations on server system administration

### **Minimum Academic Qualifications**

- i. BSc degree in Computer Science or related field
- ii. Proven experience in a network administrator role
- iii. Hands on experience in networking, routing and switching
- iv. Excellent knowledge of best practices around management, control, and monitoring of server infrastructure
- v. Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired
- vi. Ability to set up and configure server hardware
- vii. Familiarity with backup and recovery software and methodologies
- viii. Great at organising, prioritising and multitasking
- ix. Juniper, Cisco, CWNA or BCNE training

### **Soft skills**

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate
- vi. Organizational skills
- vii. Team building skills

## **22. SYSTEMS ADMINISTRATOR- V/FT/22/2023-1 POST**

Position summary

Reporting to the ICT Manager, the ICT Officer System Admin and Security job exists to coordinate the provision of ICT system administration, security & information governance services, solutions and support, and advise the hospital executive on the same at KUTRRH, ensuring security and efficiency of IT infrastructure

### **Duties and responsibilities**

- i. Assist in planning for all ICT security and information governance services in the hospital, in collaboration with other sections and units' heads and thus contribute to its overall strategic planning.
- ii. Maintain appropriate security measures and mechanisms to guard against unauthorized access to electronically stored and /or transmitted patient data and protect against reasonably anticipated threats and hazards • Set up, maintain and manage accounts and workstations
- iii. Oversee and/or assist in performing on-going security monitoring of organization information systems.
- iv. Undertake application problem analysis and resolution for application problems in conjunction with the users and application suppliers.
- v. Coordinate the implementation of ICT security & information governance services component of hospital strategic plan within its vision, mission and culture and other national and international frameworks.
- vi. Develop ICT application and service strategies and service level agreements, test and deployment plans regularly, in collaboration with business unit's departmental heads, and other key stakeholders in the hospital.
- vii. Ensure the exposure of all the management information systems and data information is protected for continuity of operations in the hospital.
- viii. Ensure security through access controls, backups and firewalls
- ix. Perform tuning, balancing, improvement, automation and usability of the existing software and ICT applications in the hospital.
- x. Simulate and model software and applications to fit end users in the different business units in order to facilitate timely and quality service delivery in the hospital.
- xi. Work with ICT system vendors as required to configure, customize or upgrades to existing systems in order to fit different end user needs in the different sections and units in the hospital.

- xii. Work with various departments and strategic management department business analysts to identify system requirement specifications (SRS) based on business processes in the hospital.
- xiii. Review and promote the appropriate introduction and plan for the implementation of software tool versions that offer new/latest features for effective and efficient service delivery in the hospital.
- xiv. Contribute regularly to discussion regarding internal process and system improvements in order to ensure maximum efficiency across the hospital.
- xv. Supervise ICT system administration and system security section staff together with their services, to ensure that they offer timely services within the expected standards in the hospital
- xvi. Coordinate and provide continuous staff training and development in the ICT systems section for their effective and efficient performance and productivity in the hospital.
- xvii. Ensure and provide continuous ICT systems services' advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- xviii. hospital, and prepare and disseminate periodic reports appropriately.
- xix. Provide consistent and quality technical and/or hardware services advice for business improvement and compliance with agency rules/standards.

### **Minimum Academic Qualifications**

- i. Bachelors' Degree in IT or Computer Science/Engineering from a recognized institution. Minimum level of knowledge required for the job: a) Knowledge of Enterprise Systems Management
- ii. Knowledge of Database Administration
- iii. Strong knowledge of ITIL
- iv. Knowledge of professional standards
- v. Familiarity with various operating systems and platforms
- vi. Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery Minimum level of professional qualification required to perform effectively in the role: Training in Cyber Security will be an added advantage.

- vii. At least three years' working experience as an ICT System Admin and Security Officer or related field

#### **Soft skills**

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

### **23. ICT HMIS SUPPORT - GATUNDU ANNEX- V/FT/23/2023-2 POSTS**

#### **Position Summary**

Reporting to the Head of ICT Applications, Multimedia & Support, the ICT Officer (HMIS Support) is responsible for offering and coordinating ICT & HMIS support services to users across the Hospital. This role is based in the HMIS Support Office under the ICT Applications, Multimedia & Support Section of the ICT department at KUTRRH.

#### **Duties and responsibilities**

- i. Provide first level support to users of the Hospital Management Information System.
- ii. Offer continuous training and support to users of the HMIS.
- iii. Ensure smooth operation of the HMIS and notify the developer on any downtimes.
- iv. Testing of changes made in various modules of the HMIS and other related software.
- v. Coordinate use acceptance testing of changes, new functions and technology improvements.
- vi. Provide the HMIS developers with feedback from users of the system.
- viii. Document bugs and challenges faced during the usage of the HMIS.
- ix. Provide regular reports on the usage and issue tracking of the HMIS.
- x. Any other work-related duties assigned by your supervisor.

#### **Minimum Academic Qualifications**

- i. Bachelor's Degree in Computer Science/ Information Technology/Telecommunications/ Electrical Engineering/ Business Information Technology or a related Degree from a recognized institution.
- ii. Knowledge, understanding and ability to interpret system flow charts, Software Support Manuals.

- iii. Knowledge and understanding of operation of Enterprise Resource Planning Systems (ERP).
- iv. Understanding of current trends in digital technologies.
- iv. Experience in offering IT support in a busy environment. Experience in working in a Hospital/ Medical environment will be an added advantage.
- v. Strong knowledge of Information Technology Infrastructure Library (ITIL)/ IT Governance.
- vii. Knowledge of professional standards & regulations including data protection practices and laws.
- vii. At least three (3) years of working experience in ICT field.

**Soft skills**

- i. Communication skills
- ii. User management skills
- iii. Organizational skills
- iv. Observation skills
- vi. Analytical skills
- vii. Ability to work under pressure

**24. PAEDIATRIC ICU NURSES- V/FT/24/2023- 15 POSTS**

**Position Summary**

The Paediatric ICU Nursing Officer's job exists to provide advanced nursing services and paediatric care in the ICU and HDU at KUTRRH.

**Duties and Responsibilities**

- i. Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital.
- ii. Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital.
- iii. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, or pressure lines, and identify malfunctioning equipment or devices, and report the same to the biomedical engineering section of the hospital.
- iv. Receive paed patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital.
- v. Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.

- vi. Ensure the provision of quality critical care nursing services to the admitted critically ill paed patients, based on assessment data or identified needs in the hospital.
- vii. Monitor patients for their progress and changes in status and indications of health conditions.
- viii. Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital.
- ix. Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital.
- x. Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- xi. evaluation of critical care nursing practice protocols in the critical care centers of the hospital.

#### **Minimum Academic Qualifications**

- i. A diploma and/or bachelor's degree in nursing from a recognized institution.
- ii. Higher Diploma in Critical Care Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License as a Critical Care Nurse.
- v. Must have a valid resuscitation training certificate in life saving course.
- vi. Proficiency in computer applications.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- ix. Proven track record of nursing research and training in a reputable institution.
- x. At least two (2) years working experience as a Critical Care Nursing Officer in reputable health facility.

#### **Soft Skills**

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

- v. Team player

## **25. FAMILY MEDICINE PHYSICIAN- V/FT/25/2023- 1 POST**

### **Position summary**

The purpose of a family medicine physician includes the diagnosis of injuries, prescription of treatments, ordering tests, and interpreting test results.

#### **Duties and Responsibilities**

- i. **Diagnosis and treatment:** The physician is responsible for diagnosing and treating a wide range of acute and chronic illnesses and injuries. They perform physical exams, order diagnostic tests, prescribe medications, and provide medical treatments as needed.
- ii. **Preventive care:** The physician also focuses on preventing illnesses and promoting wellness by providing preventive care services such as vaccinations, health screenings, and counseling on healthy lifestyle choices.
- iii. **Family-centered care:** The physician provides care to the entire family, including infants, children, adults, and seniors. They develop long-term relationships with patients and families to provide ongoing care and support.
- iv. **Coordination of care:** The physician works closely with other healthcare providers to ensure continuity of care and optimal health outcomes for patients. They may refer patients to specialists when necessary and collaborate with other healthcare providers to develop treatment plans.
- v. **Patient education:** The physician provides education to patients and their families on various health topics, including disease prevention, medication management, and healthy lifestyle choices.
- vi. **Record-keeping:** The physician maintains accurate medical records of all patient encounters, including diagnoses, treatments, and medications prescribed.

#### **Minimum Academic Qualifications**

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

#### **Soft Skills**

- i. Communication skills
- ii. Organizational skills

- iii. Observant and compassionate
- iv. Analytical skills

## **26. CRITICAL CARE PHYSICIAN- V/FT/26/2023-2 POSTS**

### **Position Summary**

Reporting to the Head of Medical/Surgical Services, the Critical Care Physician job exists to provide general medical services to patients in the hospital; ensure provision of quality and timely medical services, quality patient care and medical counselling at the KUTRRH.

### **Main Duties and Responsibilities**

- i. Supervise Medical Officers and other staff in the section/unit to ensure that they perform their duties as required.
- ii. Provide leadership in the care for all patients in the hospital.
- iii. Ensure all staff in the unit/section attend to their duties in strict adherence to the duty rota.
- iv. Participate in the strategic planning of the division in collaboration with other medical staff in the unit for significant impact on the performance or business outcome of the hospital and its sub-functions.
- v. Attend to patients' medical needs, diagnose their illnesses and prescribe medicines and other therapeutic interventions in consultation rooms at the hospital.
- vi. Follow-up on and observe the medical condition and progress of patients in the units.
- vii. Provide medical advice, counselling, health education and control measures to patients in the hospital in order to prevent spread of diseases and injuries.
- viii. Ensure use of all Hospital's automated systems, as appropriate, including the Hospital Management Information System (HMIS)
- ix. Regular update of the Hospital Management Information System (HMIS).
- x. Work with other medical staff to solve single or multiple medical issues and/or participate in performing extensive surgical operations in the hospital.
- xi. Implement best practice clinical and patient care related policies and procedures in the outpatient division of the hospital.
- xii. Refer outpatients to the appropriate specialized clinics and medical consultants within the hospital for further diagnosis, treatment and management of their medical conditions.
- xiii. Provide quality emergency medical services to patients in the hospital.
- xiv. Implement the KUTRRH culture of team-base, fact-base and patient-base and work towards achievement of the hospital Vision in the hospital.
- xv. Any other responsibility assigned by the supervisor in the delivery of care

### **Minimum Academic Qualifications**

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized university
- ii. Must have a Certificate in basic life support and Advanced Cardiac life support
- iii. Evidence of leadership or supervisory experience will be an added advantage
- iv. Computer literate
- v. Knowledge of relevant legislations as well as professional standards
- vi. Proven track record of clinical research and training in a reputable institution
- vii. Must be registered with the Kenya Medical Practitioners and Dentists Council
- viii. Must have a valid practice license.



### **Soft Skills Required**

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

## **27. ICU NURSES- V/FT/27/2023-6 POSTS**

### **Position summary**

The Critical Care Nursing Officer's job exists to provide advanced nursing services and patients care in the ICU and HDU, to provide nursing research and training and advise on the same at KUTRRH.

### **Duties and Responsibilities**

- i. Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital.
- ii. Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital.
- iii. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers or pressure lines, and identify malfunctioning equipment or devices, and report the same to the biomedical engineering section of the hospital.
- iv. Receive patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital.
- v. Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.
- vi. Ensure the provision of quality critical care nursing services to the admitted critically ill patients, based on assessment data or identified needs in the hospital.
- viii. Monitor patients for their progress and changes in status and indications of health conditions such as sepsis or shock and institute appropriate interventions together with medical specialists in the hospital.
- ix. Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital.
- x. Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital.
- xi. Monitor patients' fluid intake and outlet to detect any emerging problems such as fluid and electrolyte imbalances among patients in the critical care centers of the hospital.

- xii. Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- xiii. Coordinate patient care conferences and participate in the development, review, or evaluation of critical care nursing practice protocols in the critical care centers of the hospital.
- xiv. Mentor and guide other junior nursing officers, interns and students in the critical care centers of the hospital.
- xv. Provide nursing research and training to students in the critical care centers of the hospital

### **Minimum Academic Qualifications**

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Critical Care Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License as a Critical Care Nurse. Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)
- v. Must have a Certificate in a course in life saving.
- vi. Proficiency in computer applications.
- vii. Knowledge of relevant legislations.
- viii. Knowledge of professional standards.
- viii. Proven track record of nursing research and training in a reputable institution.
- ix. At least two (2) years working experience as a Critical Care Nursing Officer in reputable health facility.

### **Soft Skills**

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

## **28. NEONATAL ICU NURSES- V/FT/28/2023- 6POSTS**

### **Position summary**

The responsibilities of the nurse include attending births, measuring and weighing infants, caring for and monitoring the health of infants directly after birth, and educating new parents about breastfeeding and the care of their child.

### **Duties and Responsibilities:**

- i. Attending births and providing care for infants directly after birth.
- ii. Evaluating and overseeing the care of infants in the NICU.

- iii. Monitoring the health of infants suffering from medical issues relating to birth, such as prematurity or congenital defects.
- iv. Performing tests and obtaining and evaluating the results.
- v. Providing treatment and administering medication as proscribed by the NICU physician.
- vi. Documenting patient history.
- vii. Running and maintaining the equipment in the NICU.
- viii. Educating new parents on the care of their new infant; for example, breastfeeding.
- ix. Communicating with parents or guardians about the care and medical procedures related to their infant.

#### **Minimum Academic Qualifications**

- i. A bachelor's degree in nursing.
- ii. A Registered Nursing Licence.
- iii. Kenya Registered Neonatal Critical Care nursing
- iv. A minimum of 2 years' experience in the NICU.
- v. Up-to-date knowledge of NICU equipment, such as a ventilator, incubator, and feeding pumps.
- vi. Good verbal and written communication skills.
- vii. A caring and compassionate attitude towards new parents and their infants.

### **29. PAEDIATRIC NURSES- V/FT/29/2023- 6 POSTS**

#### **Duties and Responsibilities**

- i. Receive, register, record and document children's' information and present the same to the Medical Officers at the unit.
- ii. Transfer referred children from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to children in the hospital.
- iv. Identify changes in a child's signs and symptoms and intervene in emergent situations
- v. Serve as a child advocate
- vi. Analyze situations to anticipate pathophysiological problems and detect changes in status
- viii. Determine a child's needs related to pain management
- ix. Ensure cleanliness and tidiness of children sections in the hospital.

- x. Support Medical Officers and Medical Specialists in attending to children in the pediatric unit.
- xi. Administer medication to children in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- xii. Administer patient care and nursing to outpatients in the hospital.
- vii. Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- viii. Liaise with other healthcare staff in handling children with multiple of complex medical conditions in the units in the hospital.

### **Minimum Academic Qualifications**

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Pediatric Specialized Nursing from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a pediatric nurse in a reputable health facility.

### **Soft Skills**

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

## **30. MIDWIFERY NURSES- V/FT/30/2023-6 POSTS**

### **Duties and Responsibilities**

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the reproductive health unit.
- ii. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide family planning services, prenatal care, and gynecological exams for women.
- iv. Delivering babies and assisting with cesarean births.
- v. Provide care for newborn babies and mothers after delivery
- vi. Handling labor emergencies.
- viii. Discussing sexual or reproductive health issues with patients.
- ix. Repairing cuts/tears from birth.
- x. Support Medical Officers and Medical Specialists in attending to patients in the reproductive health unit.

- xi. Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital.
- xii. Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital.
- xiii. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.

#### **Minimum Academic Qualifications**

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Midwifery Specialised Nurse training or midwifery training qualification from a recognized institution.
- iii. Registration with the Nursing Council of Kenya.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. At least two (2) years working experience as a midwifery nurse in a reputable health facility.

#### **Soft Skills**

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

### **31. GENERAL NURSES V/FT/31/2023 15 POSTS**

#### **Duties and Responsibilities**

- i. Receive, register, record and document patients' information and present the same to the Medical Officers at the unit of the.
- ii. Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital.
- iii. Provide general nursing services and care to patients in the hospital.
- iv. Support Medical Officers and Medical Specialists in attending to patients.
- v. Administer medication to patients as prescribed by Medical Officers and Medical Specialists.
- vi. Administer patient care and nursing to outpatients in the hospital.
- viii. Monitor and document patients' progress and and report the same to the Medical Officers and Medical Specialists in the hospital.
- ix. Liaise with other healthcare staff in handling patients with multiple or complex medical conditions.
- x. Provide nursing services research and training to students at the unit of the hospital.

- xi. Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital.
- xii. Perform any other duties as may be assigned in the area of health care.

#### **Minimum Academic Qualifications**

- i. Diploma or Degree in Nursing from a recognized institution
- ii. Registration with the Nursing Council of Kenya and Valid Practice License
- iii. Must have a Certificate in a course in life-saving
- iv. Computer literate
- v. Knowledge of relevant legislations
- vi. Knowledge of professional standards
- vii. At least one (1) year working experience as a Nursing Officer in a reputable health facility.

#### **Soft skills**

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

### **32. CARE MANAGER V/FT/32/2023 1 POST**

#### **Position summary**

Care managers Assessing work with patients and their families to identify their medical, social, and emotional needs, as well as any barriers to care.

#### **Duties and Responsibilities**

- i. Developing care plans: Based on their assessments, care managers create care plans that are tailored to each patient's unique needs and goals. This may involve coordinating with other healthcare providers, such as doctors, nurses, and social workers.
- ii. Coordinating care: Care managers are responsible for ensuring that all aspects of a patient's care are coordinated and integrated, including medical treatment, rehabilitation, and social support.
- iii. Monitoring progress: Care managers track the progress of patients and make adjustments to care plans as needed. They may also communicate with patients and their families to keep them informed about the patient's status.
- iv. Advocating for patients: Care managers serve as advocates for patients, ensuring that they receive the best possible care and that their rights and preferences are respected.

- v. Discharge planning: Care managers play a crucial role in ensuring that patients are safely discharged from the hospital and that they have appropriate follow-up care in place.

#### **Minimum Academic Qualifications**

- i. Bachelor's degree in any of the following Social Sciences: Public Administration, Business Administration/Management or its equivalent qualification from a recognized institution.
- i. Master's degree in public administration or any relevant and related
- ii. Registered with relevant professional body.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

#### **Soft skills**

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

### **33. ADMINISTRATORS V/FT/33/2023 3 POST**

#### **Position Summary**

The Administrators are responsible for coordination of the administrative function. Provision of transport, laundry ,security and records management.

#### **Main Duties And Responsibilities**

- i. Formulate, implement and review of administrative policies, procedures, strategies and guidelines;
- ii. Ensure maintenance of workplace environment and mobilization of resources towards achievement of strategic objectives;
- iii. Prepare monthly and other periodic reports;
- iv. Ensure general cleanliness and safety of stations and workplace;
- v. Manage office services and administrative staff;
- vi. Provide cross-functional administrative services;
- vii. Manage general and motor insurance cover
- viii. Coordinate emergency operations
- ix. Oversee maintenance of fixed assets
- x. Ensure timely payment of bills for common services

- xi. Ensure prudent utilization of resources for maximized output;
- xii. Maintain health and safety Risk Management;
- xiii. Coordinate and prepare departmental/sectional budgets and procurement plans;
- xiv. Collect and dispatch Hospital mails from both postal and individual destination for efficient communication and action
- xv. Facilitate maintenance of staff houses, office building including payment of rents and regular inspections
- xvi. Coordinate transport and logistics;
- xvii. Control and monitor location and movement of equipment;
- xviii. Ensure safe custody of the Hospital's assets;
- xix. Ensure effective, efficient, allocation and utilization of office space and resources;
- xx. Monitor expenditure trends;
- xxi. Coordinate maintenance of buildings and equipment;
- xxii. Requisition of appropriate office furniture and equipment;
- xxiii. Prepare annual operational plans for presentation to the board;
- xxiv. Coordinate interdepartmental activities;

#### **Minimum Academic Qualifications**

- i. Bachelor's degree in any of the following Social Sciences: Public Administration, Business Administration/Management or its equivalent qualification from a recognized institution.
- ii. Registered with relevant professional body.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

#### **Soft skills**

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

### **34. HUMAN RESOURCE MANAGER V/FT/34/2023 1 POST**

#### **Job Description**

Reporting to the Director, Human Resource Development, the Human Resource Manager job exists to coordinate and provide human resource management services.

#### **Main Duties and Responsibilities**



- i. Oversee and ensure planning for all human resources required in the hospital in collaboration and coordination with other heads of sections and units of the hospital and thus contribute to its overall strategic planning.
- ii. Coordinate the implementation of the human resource management component of hospital strategic plan within the vision, mission and culture of the hospital and other national and international human resource management frameworks.
- iii. Coordinate and report on all the human resource issues in the hospital.
- iv. Ensure and maintain an up-to-date hospital human resource register, staff contracts, and liaise with his/her supervisor to ensure a balanced staff placement in order to maintain optimal utilization of all human resources of the hospital.
- v. Ensure that the human resource section of the hospital has all human and non-human resources required to offer human resource management services in the hospital.
- vi. Work in liaison with relevant departments to formulate human resource policies and procedures for the hospital within the framework of local and international labor laws and policies and communicate the same to all stakeholders in the hospital.
- vii. Coordinate human resource processes of recruitment, placement and induction, compensation and maintenance, welfare, performance and reward management, disciplinary, and separation in the hospital.
- viii. Initiate and coordinate disciplinary action and processes of hospital staff in collaboration with other sections' and units' heads in the hospital within the established HRM policies and procedures.
- ix. Coordinate and provide human resource management services and service delivery in the hospital ensuring that they meet the expected standards and compliance in the hospital.
- x. Supervise human resource management section staff to ensure they offer timely services within the expected standards.
- xi. Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes for effective and efficient performance and productivity.
- xii. Ensure and provide continuous staff motivation and inspiration through the appropriate performance and reward management programmes and practices in the hospital.
- xiii. Ensure attraction, retention and maintenance skilled, experienced and competent human resources in the hospital through, good leadership and sound human resource practices, and competitive salaries and remunerations within SRC recommended frameworks.
- xiv. Ensure and provide human resource advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- xv. Work with other sections' and units' heads and human resource management specialists to solve single or multiple problematic human resource management issue (s), whenever it arises in the hospital.

- xvi. Liaise with government agencies such as the Public Service Commission, Salaries and Remuneration Commission, the Industrial Court and COTU to ensure human resource management and relations compliance in the hospital.
- xvii. Oversee and coordinate monitoring and evaluation of progress and achievement of the human resource management section's programmes, procedures, processes and services in the hospital, and prepare and disseminate periodic reports appropriately.

#### **Minimum Academic Qualifications**

- ii. Bachelors' Degree in Management or Social Sciences from a recognized institution.
- iii. Masters' Degree in Human Resource Management or any relevant and related qualification from a recognized institution.
- iv. At least 8 year's working experience at a Senior Management level in Human Resource Management, 3 of which should have been at supervisory level.
- v. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- vi. Computer literate.
- vii. Registration with the Institute of Human Resource Management.
- viii. A valid practicing license will be an added advantage
- ix. Experience in public service will be an added advantage
- x. Demonstrated professional competence and leadership capability.

#### **Soft Skills Required**

- i. Communication skills
- ii. Organizational skills
- iii. Leadership skills
- iv. Team building skills
- v. Observation skills
- vi. Listening skills
- vii. Resilience and compassionate
- viii. Ability to work under pressure
- ix. Computer literate
- x. Knowledge of industrial and labour laws
- xi. Knowledge of industrial/employment relations
- xii. Psychological Counseling skills

### **35. RISK AND COMPLIANCE OFFICER V/FT/35/2023 1 POST**

#### **Position summary**

The Risk and Quality Assurance officers are responsible for establishing and coordinating the implementation of the hospital's quality management system through quality assurance programs and coordination of risk management within the hospital

#### **Duties and Responsibilities**

- i. Initiating, formulating, implementing and analyzing risk and compliance policies, procedures and guidelines;

- ii. Developing risk management strategies and initiatives to identify and mitigate risks in the Hospital;
- iii. Developing, implementing, evaluating and continually improving a risk management system across the institution;
- iv. Preparing risk matrix in all departments;
- v. Coordinating regular checks on systems, processes and procedures as well leading specific assignments;
- vi. Carrying out investigation on suspected fraudulent and corrupt activities;
- vii. Checking financial statements to ensure compliance with laid down standards;
- viii. Reviewing internal control systems in operation and reporting on any weaknesses;
- ix. Confirming compliance with statutes, regulations and guidelines;
- x. Reviewing budgetary controls;
- xi. Preparing detailed compliance reports and recommendations;
- xii. Verifying and pre-auditing the financial statements;
- xiii. Following up to ensure implementation of risk and compliance recommendations; and
- xiv. Preparing of plans, budgets and reports.

#### **Minimum Academic Qualifications**

- i. Bachelor of Commerce degree (Accounting/Finance option) or its equivalent qualification from a recognized institution.
- ii. CPA (K) or its equivalent qualification from a recognized institution.
- iii. Certified training in Risk Management.
- iv. Certificate in fraud prevention and management.
- v. Certificate in Part I, II, III and IV of Certified Internal Auditors (CIA) or its equivalent qualification from a recognized institution.
- vi. Certificate in Certified Information Systems Auditor Examination (CISA) or its equivalent qualification from a recognized institution.
- vii. Registration by the Institute of Auditors or Institute of Certified Public Accountants of Kenya)
- viii. Proficiency in computer applications.
- ix. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010

#### **Soft Skills**

- i. Effective communication skills.
- ii. Good time management.
- iii. Problem-solving skills.
- iv. High standards of professional ethics.
- v. Responsive, prompt and effective provision of services.
- vi. Ability to work in a team.
- vii. Excellent interpersonal skills.
- viii. Client service support and public relations

**36. COMMUNICATION OFFICER V/FT/36/2023 1**

**Position summary**

This cadre is responsible for enhancing the corporate image of the hospital, ensuring first class customer experience and promoting a sense of belonging in the hospital.

**Duties and Responsibilities:**

- i. Developing Information Education Communication (IEC) materials;
- ii. Preparing media reviews, briefs, press releases/statements and supplements;
- iii. Processing, editing and distributing publications and other communication materials;
- iv. Scheduling interviews and liaising with media and the public;
- v. Assist in development of marketing strategies
- vi. Assist in identification of stakeholders for giveaways
- vii. Collecting information for the preparation of newsletter and supplements;
- viii. Participating in organizing conferences, official visits, seminars and workshops;
- ix. Collecting customer satisfaction surveys; and promoting positive image of the Hospital.

**Minimum Academic Qualifications**

- i. Bachelor's Degree 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 where applicable.
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**Soft skills**

- i. Effective communication skills.
- ii. Supervisory Skills.
- iii. Good time management.
- iv. Decision-making and problem solving skills.
- v. Target setting.
- vi. High Risk Management of professional ethics.
- vii. Responsive, prompt and effective provision of services.
- viii. Team player.
- ix. Excellent interpersonal skills.
- x. Client service support and public relations

**37. CONTENT MANAGEMENT SPECIALIST V/FT/37/2023 1 POST**

**Position summary**

To assist in development and management of content for various KUTRRH platforms. Will assist in creating and optimizing content and growing audiences for marketing and communication needs.

### **Duties and Responsibilities include:**

- i. Assist in creating and managing a regular content calendar and original content
- ii. Optimize existing content to meet latest trends.
- iii. Track insights, current trends, and performance for various marketing and communication initiatives
- iv. Assist in aggregating and formulating responses to enquiries and feedback through various platforms.
- v. Assist in mapping performance interventions for integrated marketing communications
- vi. Any other duty assigned

### **Minimum Academic Qualifications**

- i. Bachelor's degree in communication, media, digital marketing or related discipline
- ii. At least 3 years progressive experience in content management /digital marketing
- iii. Possess knowledge of working with Integrated Marketing Communications
- iv. Experience in content development and management for various platforms
- v. A passion for creating and managing content for 360° executions
- vi. Experience with social media tools, platforms, and apps.
- vii. Possess a history of developing and optimizing engaging content and building a social following.
- viii. Strong analytical skills.
- ix. Advanced knowledge of SEO
- x. Knowledge of a Content Management System

### **Soft skills**

- i. Effective communication skills.
- ii. Supervisory Skills.
- iii. Good time management.
- iv. Decision-making and problem solving skills.
- v. Target setting.
- vi. High Risk Management of professional ethics.
- vii. Responsive, prompt and effective provision of services.
- viii. Team player.
- ix. Excellent interpersonal skills.
- x. Client service support and public relations

## **38. GRAPHIC DESIGNER V/FT/38/2023 1 POST**

### **Position summary**

To support photography and graphic design requirements.

### **Graphic Designer Responsibilities:**

- i. Planning concepts by studying relevant information and materials.
- ii. Preparing finished art by operating necessary equipment and software.

- iii. Coordinating with outside agencies, art services, web designer, marketing, printers, and colleagues as necessary.
- iv. Contributing to team efforts by accomplishing tasks as needed.
- v. Communicating with clients about layout and design.
- vi. Creating a wide range of graphics and layouts for product illustrations, company logos, and websites with software such as photoshop.
- vii. Reviewing final layouts and suggesting improvements when necessary.

### **Minimum Academic Qualifications**

- i. Bachelor's degree in graphic design or related field.
- ii. At least three (3) years progressive experience as a graphic designer
- iii. Demonstrable graphic design skills with a strong portfolio.
- iv. Proficiency with required desktop publishing tools, including adobe creative suite
- v. A strong eye for visual composition.
- vi. Effective time management skills and the ability to meet deadlines

### **Soft Skills**

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

## **39. MULTI-MEDIA DESIGNER V/FT/39/2023 1 POST**

### **Position summary**

To produce multimedia content for hospital platforms including short videos & illustrations on services and activities

### **Animator Responsibilities:**

- i. Collaborating with the production/editorial team members to understand needs, review scripts, design storyboards, and create and edit animations.
- ii. Using software and other techniques to produce animations.
- iii. Listening to feedback and altering animations to better suit emerging needs.
- iv. Ensuring that the final product aligns with the needs mapped and is delivered on time
- v. Presenting the final animated piece to clients for their approval.
- vi. Using creativity and artistic techniques to tell a story or provide information in visual form.

### **Minimum Academic Qualifications**

- i. Bachelor's degree or higher diploma in computer animation, fine arts, graphic design, or related field.
- ii. Proficiency with specific animation/illustration software platforms.

- iii. Demonstrable illustration/animation skills with a strong portfolio.
- iv. Understanding of animation, storytelling, and character development techniques.
- v. Strong interpersonal, communication, presentation, and computer skills.
- vi. Attention to detail, adaptability, and receptiveness to feedback and direction.
- vii. Ability to work independently or with a team to develop animations and solve problems.

**Soft Skills Required**

- a) Communication skills
- b) Organizational skills
- c) Observational
- d) Analytical skills
- e) Compassionate skills
- f) Team player

**40. DERMATOLOGIST V/FT/40/2023 1 POST**

**Position Summary**

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

**Duties and Responsibilities**

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

- xviii. Keep track of the patient's progress and records, including symptoms, medicines, and therapies.

#### **Minimum Academic Qualifications**

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

#### **Soft skills**

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

### **41. NEUROLOGIST – V/FT/41/2023– 1 POST**

#### **Position Summary**

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

#### **Duties and Responsibilities**

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



### **Minimum Academic Qualifications**

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

### **Soft Skills Required**

- g) Communication skills
- h) Organizational skills
- i) Observational
- j) Analytical skills
- k) Compassionate skills
- l) Team player

## **42. CLINICAL PSYCHOLOGIST V/FT/42/2023 1 POST**

### **Duties and Responsibilities**

- i. Taking history of the patient
- ii. Conducting both individual and group psychological tests and assessment and providing appropriate
- iii. therapy.
- iv. Developing treatment plans
- v. Identifying patients with social psychological problem, providing psycho education to clients,
- vi. families and caregivers
- vii. Prescribing intervention and possible referrals
- viii. Testing the efficacy of both psychological and biological interventions to promote the wellbeing of
- ix. patient
- x. Keeping appropriate records

### **Minimum Academic Qualifications**

- i. Bachelor's degree in either Medical Psychology, Health Psychology or any other relevant equivalent

- ii. qualification in a health-related field from a recognized institution.
- iii. Registration with relevant professional body
- iv. Certificate in computer application skills from a recognized institution.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Master's degree in Clinical Psychology or a relevant and equivalent qualification from a recognized institution will be an added advantage.
- vii. Two years relevant working experience.

#### **Soft Skills Required**

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

### **43. RADIATION THERAPISTS - V/FT/43/2023– 4 POSTS**

#### **Position Summary**

The Radiation Therapist Technologist will be expected to work closely with patients and provide support to them throughout the process by determining their needs, answering questions, and providing the best medical care possible.

#### **Duties and Responsibilities**

- i. Competently perform a range of radiotherapy techniques, CT simulations and mould room procedures whilst ensuring high standards are maintained.
- ii. Maintaining and evaluating radiation safety measures, Implementing Radiotherapy Policies, Guidelines, Standards and Procedures.
- iii. Participate in departmental quality improvement activities
- iv. Provide information, support, and reassurance to patients, considering their physical and psychological and emotional needs.
- v. Practice high standards of infection control procedures in line with the hospital infection control
- vi. Providing individualized radiation therapy treatments to patients in consultation with the oncology team using the available equipment in the hospital i.e. Linac, brachytherapy and Cyberknife.
- vii. Explaining the process to patients and answering any questions.
- viii. Administering radiation therapies as per patient treatment plans.
- viii. Using medical imaging equipment to ensure treatments are delivered accurately.

- ix. Assessing patients' reactions to treatments, providing advice on the side effects of treatments, and methods of alleviating these.
- x. Monitoring the progress of patients undergoing radiotherapy and suggesting amendments to treatment plans, when necessary.

#### **Minimum Academic Qualifications**

- i. BSc. Radiation therapy degree from a recognized university or Higher diploma in radiation therapy with at least 5 years' experience.
- ii. Prior experience with cyberknife will be an added advantage
- iii. Must be a registered member with the relevant registration body and hold a valid practicing license.
- iv. Proficiency in using medical imaging equipment.
- v. Excellent interpersonal and communication skills.
- vi. Outstanding hand-eye coordination.
- vii. Ability to empathize with patients while remaining professional.
- viii. Experience working as a radiation therapist.

#### **Soft Skills Required**

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

### **44. MEDICAL PHYSICIST - V/FT/44/2023– 1 POST**

#### **Position Summary**

The Medical Physicist will be responsible for ensuring the safe application of ionizing and non-ionizing radiation including equipment calibration and commissioning, clinical support, maintenance of appropriate quality assurance for equipment and treatment delivery in line with established protocols.

#### **Duties and Responsibilities**

- i. Developing equipment specifications for radiation therapy treatment, Nuclear Medicine and diagnostic imaging.
- ii. Developing procedures for the initial and continuing evaluation of radiation therapy treatment, nuclear medicine, and diagnostic imaging equipment.
- iii. Providing evidence of compliance of equipment for radiation therapy treatment, Nuclear Medicine and Diagnostic imaging with regulatory and accreditation agency rules and recommendations.

- iv. Performing acceptance testing, evaluation and commissioning of equipment used for radiation therapy treatment, Nuclear Medicine, and Diagnostic imaging.
- v. Approving radiation oncology technical procedures prior to clinical use.
- vi. Developing and managing a comprehensive Quality Management Program that monitors, evaluates, and optimizes radiation oncology processes.
- vii. Providing radiation oncology physics and radiation dosimetry training for medical practitioners and students posted in the department.
- viii. Measuring and characterizing medical radiation from radiopharmaceuticals prior to clinical utilization.
- ix. Participating in the development and implementation of strategic plans for Medical Physics.
- x. Ensuring compliance with statutory standards.

#### **Minimum Academic Qualifications**

- i. Master's degree in Medical Physics from a recognized institution.
- ii. Must be a registered member with the relevant registration body and hold a valid practicing license.
- iii. Prior experience with cyberknife will be an added advantage.
- iv. Proficiency in VMAT/IMRT treatment planning.
- v. In-depth understanding of Radiation Dosimetry.
- vi. In-depth understanding of nuclear medicine.
- vii. At least 2 years' experience as a medical physicist in radiotherapy center.

#### **Soft Skills Required**

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

### Application Process

If your background and competencies match the specifications of any of the posts above, please apply online via: [www.kutrrh.go.ke/careers](http://www.kutrrh.go.ke/careers)

For all applications, please indicate the subject as follows: JOB APPLICATION – [JOB REFERENCE NUMBER]. Note that you must attach the *Application Letter, Curriculum Vitae and Filled Application Form and Practicing License ONLY* when you apply online via the portal.

The deadline for the receipt of all applications is 11<sup>th</sup> **April 2023**.

Detailed job descriptions can be accessed on the Kenya University Teaching, Referral and Research Hospital careers portal on the website [www.kutrrh.go.ke](http://www.kutrrh.go.ke)

Any form of canvassing will lead to immediate disqualification.  
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Members of the public are informed that Kenyatta University, Teaching, Referral and Research Hospital Directorate of Human Resource Development will Contact the shortlisted applicants and candidates through the Telephone number 0710642513 only.

**Chief Executive Officer**  
**Kenyatta University Teaching Referral and Research Hospital**