



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

Job Descriptions for
Cadres Advertised On 7th July, 2020



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

1. **MEDICAL ONCOLOGISTS - KUTRRH/DCSMONCO/284 – 2 POSTS**

Job Description

Reporting to the Head of Department, the Medical Oncologist job exists to coordinate and provide specialized medical oncology services, coordinate research and training and advise the hospital and public on the same at the KUTRRH.

Duties and Responsibilities

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

Minimum Qualifications

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



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- vii. Computer literate
- viii. Knowledge of relevant legislations
- ix. Knowledge of professional standards
- x. Proven track record of oncology research and training in a reputable institution.
- xi. At least two years of working experience as a Medical Oncologist in a reputable hospital.

Soft Skills Required

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

2. MEDICAL LABORATORY TECHNOLOGIST (MOLECULAR SCIENCE) - KUTRRH/DCSMLTECH/285 – 3 POSTS

Job Description

Reporting to the Senior Medical Laboratory Technologist, the Medical Laboratory Technologist exists to provide molecular diagnosis services to patients in the hospital, provide clinical research and clinical training, and advise the hospital and public on the same at KUTRRH.

Main Duties and Responsibilities

- Ensure that the laboratory is clean and in the required condition in order to provide conducive working environment for quality laboratory service delivery in the hospital.
- Review laboratory safety policies and procedures in collaboration with the Chief Laboratory technologist and sensitize the same to other laboratory staff, interns and students in the hospital.
- Implement the required laboratory safety standards enshrined in Laboratory Standard Operating Procedures in the hospital.
- Perform advanced medical molecular tests and other diagnostic procedures in order to diagnose complex medical conditions in Molecular Laboratory.



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- Conduct confirmatory tests and other diagnostic procedures in order to confirm the finding of junior laboratory staff.
- Ensure proper handling, storage and management of laboratory equipment, materials and records in the laboratory.
- Implement and maintain laboratory operating systems for implementing laboratory programmes, projects and activities in the laboratory.
- Implement continuing training and development of laboratory staff for continuous quality and timely services delivery to patients in the hospital.
- Guide and mentor junior laboratory staff, interns and students, working in the laboratory.
- Provide clinical research and training in Medical Laboratory Sciences

Minimum Qualifications

- i. Must have a B.Sc. in Medical Laboratory Sciences or Higher National Diploma (HND) in medical Laboratory Sciences from a recognized institution.
- ii. Registration with the Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB).
- iii. At least three (3) years working experience as a Medical Lab Technologist in a Molecular Laboratory especially in the following scope of tests:
 - Molecular TB
 - HIV Viral load
 - SARs-COV testing
 - DNA extraction using manual and automatic extraction
- iv. Computer literate.
- v. Knowledge of relevant legislations.
- vi. Knowledge of professional standards.

Soft Skills Required

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



3. OBSTETRICIAN & GYNAECOLOGIST - KUTRRH/DCSMOBSGYN/286 – 1 POST

Job Description

Reporting to the Head of Department, the Obstetrics and Gynaecologist job exists to coordinate and provide specialized obstetrics and gynaecological services, coordinates obstetrics and gynaecological research and training and advises the hospital and public on the same at KUTRRH.

Main Duties and Responsibilities

- Plan for all obstetrics and gynaecology services and resources in the hospital and participate in and contribute to the overall strategic planning of the hospital.
- Coordinate and provide obstetrics and gynaecology services and service delivery in the obstetrics and gynaecology unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- Coordinate obstetrics and gynaecology referral services within and without the hospital according to the obstetrics and gynaecology needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- Supervise obstetrics and gynaecology staff to ensure that they offer timely obstetrics and gynaecology services within the expected standards, complying with the established ethics and regulations in the hospital.
- Coordinate and provide obstetrics and gynaecology research and training within the hospital.
- Monitor and evaluate progress and achievement of the obstetrics and gynaecology unit and services, research and training programmes in the hospital, prepare and disseminate periodic reports appropriately.
- Offer specialized obstetrics and gynaecological service advice to the CEO and other sections/units and the general public in the appropriate media.
- Work with other medical specialists to solve single or multiple medical issue(s) or perform extensive surgery, when required.

Minimum Qualifications

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in Obstetrics and Gynaecology from a recognized institution
- iii. Registration with the Kenya Medical Practitioners and Dentists Board.
- iv. Valid Practice License.
- v. Recognition as a specialist by the KMPDC.
- vi. Professional Insurance Indemnity Cover.
- vii. At least two years of working experience as an Obstetrician and Gynaecologist in a reputable hospital.



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Soft Skills Required

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

4. DEPUTY DIRECTOR, CLINICAL SERVICES - KUTRRH/DCSDDCS/287 – 1 POST

Job Description

Reporting to the Director - Clinical Services, the Deputy Director Clinical Services' job exists to provide clinical governance assistance in the department; assist to oversee and ensure quality clinical referral, clinical research, training services and delivery of clinical services at KUTRRH.

Main Duties and Responsibilities

- (a) Participate in KUTRRH strategic planning.
 - Sit as member of the hospital management committee.
 - Assist to oversee and ensure the strategic planning of the department as well as facilitate services across that have significant impact on the performance or business outcome of KUTRRH or its sub-functions.
 - Participate in the comprehensive strategic planning of the hospital and formulations of its policies and principles.
 - Ensure evaluation of risks and business trade-offs and oversee changes to develop optimal business solutions and results.
- (b) Ensure that patients have appropriate medical staff coverage
 - Assist to oversee and ensure proper planning for adequate and appropriate clinical staff in the hospital.
 - Assist to oversee and ensure the recruitment and deployment of clinical staff within the hospital.
- (c) Oversight medical governance.



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- Ensure that the culture of KUTRRH is team-based, fact-based, customer-based and work towards achievement of the Vision of the hospital.
- Assist to lead and guide the development, approval and implementation of specific best clinical practice and patient care related policies and procedures.
- Ensure the collaboration of all stakeholders in clinical referral, clinical research and training in the process of developing, implementing and interpreting policies, programmes and activities.
- Assist to oversee and ensure the monitoring and evaluation performance of clinical management team in the hospital.
- Assist in the development of terms of reference and credentialing criteria for each of the department position with quality performance indicators for clinical practice, education and research activities.
- Ensure quality appropriate delivery of clinical referral research and training activities at the hospital.

(d) Oversight of quality service provision and patient safety

- Assist in planning and setting priorities for hospital wide quality improvement and patient safety activities.
- Review patient complaints and ensure a satisfactory resolution thereof with proper corrective and preventive actions.
- Assist in the establishment of systems and methods for reviewing the quality and appropriateness of clinical care and other health-related services.
- Ensure quality and patient safety reviews are acted upon.
- Follow up on mitigation and suggested systemic changes within the clinical services department in the hospital.
- Ensure implementation of global best clinical practices.

Minimum Qualifications & Years of Experience Required

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Master of Medicine in any Medical Specialization from a recognized institution.
- iii. Sub-specialization in a health related field will be an added advantage
- iv. Senior Management Course in a health related field lasting not less than 6 weeks.
- v. An MBA or a Doctorate Degree will be an added advantage.
- vi. Registration with the Kenya Medical Practitioners and Dentists Council.
- vii. Valid Practice License.
- viii. Professional Insurance indemnity cover
- ix. At least 8 year's working experience at a Senior Management level in Clinical Services.
- x. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.



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- xi. Computer literate.
- xii. Knowledge of relevant legislations.
- xiii. Demonstrated professional competence and leadership capability.

Soft Skills Required

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

5. DEPUTY DIRECTOR, ADMINISTRATION - KUTRRH/DCSADDA/288 – 1 POST

Job Description

Reporting to the Director - Corporate Services and Administration, the Deputy Director Administration's job exists to oversee, coordinate and direct the administration division and advice on administrative services at KUTRRH.

Main Duties and Responsibilities

- Sit as member of the hospital's senior management team.
- Participate in and contribute to the overall strategic planning process for the hospital.
- Oversee and manage the administration function of the hospital by ensuring that all its resources are well planned for in order to support timely and quality service delivery in the hospital.
- Provide leadership, guidance and direction to the administration division for timely and quality service delivery in the hospital.
- Ensure the administration division generates the target revenue required to facilitate service delivery.
- Ensure the coordination of the implementation of the hospital strategic plan in the administration division within the framework of the vision, mission and culture of the hospital and other national and international healthcare frameworks.
- Supervise staff in the administration division
- Oversee and ensure the recruitment, maintenance and disciplinary action and processes of the administration division staff in the hospital.



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- Oversee and coordinate the provision of timely quality and sufficient administration services in the hospital within the established policy and professional frameworks.
- Ensure continuous training and development of administration division staff for effective and efficient performance and productivity.
- Ensure continuous advisory services concerning administration to improve performance.
- Work in collaboration with other divisions, sections and departments in the hospital to provide administrative support to all departments within the hospital.
- Ensure and oversee preparation of budgets, Annual Workplans and procurement plans.
- Prepare and present divisional reports on the division activities as appropriate.

Minimum Qualifications & Years of Experience Required

- i. Bachelors' Degree in Administration/ Social Sciences or other relevant and related areas from a recognized institution.
- ii. Masters' Degree in Business Administration or Social Sciences or other relevant and related areas from a recognized institution.
- iii. Membership to a relevant professional body.
- iv. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- v. Proficiency in computer applications.
- vi. Demonstrated professional competencies and administrative capability.
- vii. Computer literate.
- viii. Knowledge of relevant legislations.
- ix. Human Resource management skills.
- x. Relevant Membership from a recognized institute.
- xi. At least 8 year's working experience at a Senior Management level in Administration.
- xii. Experience in public service will be an added advantage.
- xiii. Demonstrated professional competence and leadership capability.

Soft Skills Required

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



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6. DEPUTY DIRECTOR, HUMAN RESOURCES - KUTRRH/DCSADDHR/289 – 1 POST

Job Description

Reporting to the Director, Corporate Services & Administration, the Deputy Director - Human Resources' job exists to coordinate and provide human resource management services.

Main Duties and Responsibilities

- 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.
- 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.
- Coordinate and report on all the human resource issues in the hospital.
- 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.
- 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.
- 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.
- Coordinate human resource processes of recruitment, placement and induction, compensation and maintenance, welfare, performance and reward management, disciplinary, and separation in the hospital.
- 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.
- 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.
- Supervise human resource management section staff to ensure they offer timely services within the expected standards.
- Ensure and coordinate continuous staff training needs assessment and implement the appropriate training and development programmes for effective and efficient performance and productivity.
- Ensure and provide continuous staff motivation and inspiration through the appropriate performance and reward management programmes and practices in the hospital.



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- 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.
- Ensure and provide human resource advisory service to the hospital executive and other sections and units and other stakeholders through the appropriate media.
- 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.
- 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.
- 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 Qualifications & Years of Experience Required

- i. Bachelors' Degree in Management or Social Sciences from a recognized institution.
- ii. Masters' Degree in Human Resource Management or any relevant and related qualification from a recognized institution.
- iii. At least 8 year's working experience at a Senior Management level in Human Resource Management.
- iv. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- v. Computer literate.
- vi. Conversant with labour laws.
- 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



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- ix. Computer literate
- x. Knowledge of industrial and labour laws
- xi. Knowledge of industrial/employment relations
- xii. Psychological Counseling skills

7. DIRECTOR TRAINING, RESEARCH & INNOVATION - KUTRRH/DTRI/290 – 1 POST

Job Description

Reporting to the CEO, the Director Training, Research, and innovation will ensure strategic leadership in formulation and implementation of training, research and innovation policies, systems and procedures at KUTRRH.

Main Duties and Responsibilities

- Sit as member of the hospital senior management committee.
- Head the Training, Research and innovation Directorate.
- Coordinate the development and implementation of research strategy, policies, systems and procedures.
- Ensure the effective dissemination of research findings to relevant partners and Stakeholders.
- Spearhead and coordinate the organization's research assignments.
- Collating and analyzing macro-economic, socio-economic and fiscal data.
- Determine the most appropriate route for commercialization and progress the development of innovative services.
- Oversee objective research and analysis on budget implementation policy.
- Develop a network of global contacts within professional healthcare organizations, other institutions of higher learning within Kenya, the Region and globally.
- Ensure all staff engaged in clinical research are appropriately trained and qualified.
- To produce an annual report detailing all research activity, income and output.
- To ensure the completion and reporting of studies conducted in the organization.
- Develop and deliver an international strategy which builds upon foundations around the world and identify new opportunities to work in partnership that furthers the professional and commercial ambitions of the hospital.
- Ensure training resources are readily accessible to trainees as per accreditation guidelines.
- Develop suitable programs for the development of clinical and broader based professional skills covering the subjects laid down in the training program curriculum



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and utilize a range of evaluation strategies in the continuous improvement of both formal and informal education programs.

- Carry out market research and market entry feasibility studies in support of the assessment of the clinical or commercialization potential of innovation.
- Develop collaboration agreements to support the commercialization of innovation.
- Provide training program for the trainees.
- Ensure the process for Intellectual Property is fulfilled for all innovations within the hospital.
- Help researchers and innovators on developing business cases.
- Support researchers in budget management.
- Grant identification and grant proposal writing.
- Support researchers on research dissemination.

Minimum Qualifications & Years of Experience Required

- i. Degree in Research, Basic Science, Applied Science or Social Science or relevant and related field from a recognized Institution
- ii. Master's Degree in Research, Basic Science, Applied Science or Social Sciences or relevant and related field from a recognized Institution
- iii. PhD in Basic science, Applied Science or Social Science.
- iv. Senior Management Course not lasting less than 6 weeks.
- v. At least ten year's working experience at a Senior Management level in training, research and innovation.
- vi. Global experience and Networking experience in securing grants with evidence of funds raised through Grants (number and amount).
- vii. Evidence of partnerships if any.
- viii. Evidence of publication in refereed journals.
- ix. Conversant with relevant legislation.
- x. MBA will be an added advantage.
- xi. Demonstrated professional competence and leadership capability.

Soft Skills Required

- i. Possesses skills in Research, Innovation and Project Management.
- ii. Fundraising and grant writing techniques
- iii. Knowledge of writing scientific proposals and papers
- iv. Knowledge of Budget Management
- v. Communication skills
- vi. Team Management skills
- vii. Analytical thinking skills
- viii. Problem solving skills
- ix. Organizational skills



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- x. Decision Making skills
- xi. Compassionate
- xii. Organizational skills
- xiii. Ability to work under pressure

8. SECURITY OFFICER - KUTRRH/DCSASECOF/291 – 10 POSTS

Job Description

Reporting to the Security Manager, the Security Officer's job exists to coordinate the day-to-day security services to patients, staff and property at KUTRRH.

Main Duties and Responsibilities

- Ensure full time implementation of security and safety policies, procedures and processes in the hospital.
- Identify all security vulnerable areas and points such as entry points, parking lots, public areas, cash offices are installed with properly working CCTV cameras in the hospital.
- Ensure that all security prone areas of the hospital are installed with functioning and fully monitored CCTV cameras.
- Ensure that the hospital is appropriately fitted with properly working security alarms and that security alarm response is well prepared for and responded to in the hospital.
- Make work-plans and shift schedules and allocate work to all security guards for secure and safe environment in the hospital.
- Induct all outsourced security guards into the hospital's security policies, procedures, processes and protocols for effective and efficient security services in the hospital.
- Train all hospital staff and other stakeholders on security matters and disaster preparedness and response and evaluate the same by conducting occasional security drills in the hospital.
- Ensure that all entry points into the hospital, perimeter walls, parking lots and other public areas are always manned by security guards in order to ensure full time security in the hospital.
- Coordinate the operations of security guards and CCTV cameras and alarms monitors to ensure security and safety for all persona and property in the hospital.
- Ensure that security alarms are installed at different points in the hospital and that they are always functioning properly.
- Respond to security emergencies, security scares, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures and immediately report the same to government security agencies and other emergency response agencies in the hospital.



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- Arrest and interrogate criminals, suspected persons, suspicious-looking persons in the hospital and if there are grounds for further interrogation or prosecution forward them to the police.
- Prevent crime in the hospital by securing people and property within it and controlling unnecessary movement, transactions and access in the hospital.
- Conduct occasional security drills among security staff, hospital staff, patients and other guests in order assess the preparedness for security threats and response in the hospital.
- Receive and process security issues and complaints together with the hospital security team within the framework of policies, procedures, processes and protocols of the hospital.
- Analyze security operations to identify and assess potential security risks to mitigate potential threats and consequences of incidents and develop a plan to respond to such incidents in the hospital.
- Monitor and evaluate the implementation of security practices in the hospital in order to ensure compliance with its security policies, procedures and process and other security standards.
- Prepare reports on security operations and status in the hospital and present it to the appropriate stakeholders in the hospital.

Minimum Qualifications & Years of Experience Required

- i. Diploma or Certificate in Security Management, Criminology or its Equivalent from a recognized institution.
- ii. Must have previous National Police Service or Kenya Defense Forces training.
- iii. Certificate of good conduct from the National Police Service.
- iv. At least two years' working experience as a Security Officer or in a similar level organization.

Soft Skills Required

- i. Computer literacy
- ii. Investigation skills
- iii. Knowledge of organizational security risks and response
- iv. Communication skills
- v. Security sensitive
- vi. Observation skills
- vii. Problem solving skills
- viii. Ability to manage crisis
- ix. Ability to work under pressure



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

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

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

The deadline for the receipt of all applications is **28th July 2020**.

Only shortlisted candidates will be contacted.

All shortlisted candidates must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010, including;

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

Please take note that all communication to potential candidates is specifically through the career portal.

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer