



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

Job Descriptions and Person Specifications for Advertised Positions

February 2024

KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

ADVERTISEMENT FOR VACANT POSTS

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

1. Director, Nursing Services – Job Grade KUTRRH 2, Ref. V/FT/02/2024 (1 Position)

Job Purpose: The Director, Nursing Services' job exists to provide leadership, oversight and coordination of the Directorate of Nursing Services, its operations and service quality in collaboration with the Director Clinical Services at KUTRRH.

Duties and Responsibilities

- Formulate and implement policies on standards of care for patients on referral from other Hospitals or institutions within or outside Kenya.
- Ensuring compliance to the provisions of the Nurses Act. Cap 257.
- Formulating, interpreting and reviewing policies relating to nursing services.
- Domesticating and ensuring compliance with nursing standards, guidelines and ethics.
- Facilitating development and review of training programs for nurses.
- Providing technical advice on matters pertaining to Nursing services.
- Developing and maintaining standards and guidelines for nursing supplies.
- Ensuring recommendations from nursing research are implemented to inform policy development.
- Monitoring and evaluating nursing services.
- Facilitating research and promoting innovations.
- Ensuring performance management and capacity development.
- Planning and budgeting for nursing services.
- Managing facilities, assets and resources of nursing services.
- Represent the Hospital in relevant meetings of National Health Agenda as appointed by the Chief Executive Officer.
- Any other duty that may be assigned from time to time.

Qualifications & Requirements

- i. Bachelor's degree in Nursing or its equivalent qualification from a recognized institution.
- ii. Master's degree in Nursing any of the following disciplines; Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing,

- Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or any other relevant and related field from a recognized institution.
- iii. At least twelve (12) years relevant work experience with eight (8) years in a senior management position.
 - iv. Registration Certificate issued by the Nursing Council of Kenya.
 - v. Valid practicing license from the Nursing Council of Kenya.
 - vi. Leadership/Management course lasting not less than six (6) weeks from a recognized Institution.
 - vii. Proficiency in computer applications.
 - viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Effective Resource Management:** Excels in efficiently allocating and utilizing available resources, whether it's budget, personnel, or materials.
- **Managing Performance and Driving Outcomes:** Adept at setting clear performance expectations, monitoring progress, and ensuring that team members meet their goals. Focuses on developing the Hospital's capacity to achieve its mission through fostering talent, enhancing skills, and creating a culture of continuous learning and improvement.
- **Effective Leadership Skills:** Inspires others by articulating a compelling vision for the Hospital's development while embracing change, driving innovation, and motivating teams to adapt and thrive in dynamic environments.
- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Effective Communication:** Ability to effectively articulate ideas, policies, and strategies effectively to various stakeholders — both internally and externally.
- **Policy Development:** Skilled in formulating, reviewing, and implementing effective and impactful policies while ensuring alignment with strategic goals.
- **Risk Management:** Ability to identify, assess, and mitigate risks and develop contingency plans to safeguard the Hospital from internal and external threats.
- **Analytical Problem-Solving:** Excels at analyzing complex issues, identifying root causes, and developing effective solutions with the ability to think critically and strategically.
- **Data-driven Decision-Making:** Utilizes data analytics and evidence-based insights to inform decisions, plans and strategies.
- **High Standards of Professional Ethics:** Demonstrates integrity, transparency, and a commitment to ethical conduct in all interactions, decisions, and actions.
- **Teamwork and Collaboration:** Ability to foster collaboration and teamwork, build strong relationships, and leverage diverse perspectives to achieve collective goals.
- **Resilience and Adaptability:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.

2. Director, Training & Research – Job Grade KUTRRH 2, Ref. V/FT/03/2024 (1 Position)

Job Purpose: The Director, Training and Research will ensure strategic leadership in formulation and implementation of the Hospital's training and research programmes and initiatives as well ensuring effective implementation of policies, systems and procedures for training and research at KUTRRH.

Duties and Responsibilities

- Advising the Board on policies, programmes, regulations related to Training and Research;
- Development, implementation, review and ensuring compliance of policies, programmes and regulations related to Training and Research;
- Oversee the formulation, development, interpretation and review of strategy, policies, procedures, programmes, guidelines and standards for training and research.
- Offer training and research programs which are responsive to the needs of staff and the society;
- Establish state of the art systems of medical research in the Hospital, providing ethical patient centered and evidence-based practice;
- Foster networks and mutual collaborations in the advancement of cutting-edge medical discoveries;
- Attracting and managing research and outreach grants professionally and in line with the expectations of all stakeholders;
- Ensure smooth running of the Training Institute for Specialized Nursing (TISN) and programmes are delivered as scheduled;
- Producing and disseminating research outputs on appropriate and quality platforms;
- Identifying and addressing needs related to research infrastructure, processes and other support required by researchers;
- Ensures the effective and efficient day-to-day administration of the Training and Research functions;
- Ensure training resources are readily accessible to trainees as per accreditation guidelines and maintain compliance with external regulations and internal policies;
- Maintain a network of contacts within professional healthcare organizations, and other institutions of higher learning within Kenya, the region, and globally;
- Maintain a resource library (including an e-library) augmenting it with training and reference materials, articles, publications, and manuals;
- Advise the KUTRRH Training Committee with a selection of external training experts and Prepare TORs for external training providers;
- Ensure proper quality control is provided to all training and capacity-building undertakings under the project through regular monitoring and evaluation, in-process and after-action reviews, and by obtaining feedback from beneficiaries;
- Develop annual procurement plans for the directorate in adherence to procurement regulations.

- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- Bachelor's Degree in Science, Education, Social Sciences or any other relevant and related field from a recognized Institution;
- Master's Degree in Science, Education, Social Sciences or any other relevant and related field from a recognized Institution;
- A PhD in a relevant field will be an added advantage;
- A minimum of twelve (12) years relevant work experience with at least eight (8) years' experience in a senior management position in a similar role;
- Leadership/ Management course lasting not less than six (6) weeks from a recognized Institution.
- Registered with relevant professional body.
- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Research Acumen:** Proficiency in research, data analysis, and interpretation to guide research initiatives and contribute to advancing medical knowledge.
- **Strong Advocacy:** Ability to advocate for research funding, policy changes, and healthcare improvements at institutional, regional, and national levels.
- **Effective Resource Management:** Excels in efficiently allocating and utilizing available resources, whether it's budget, personnel, or materials.
- **Effective Leadership Skills:** Inspires others by articulating a compelling vision for the Hospital's development while embracing change, driving innovation, and motivating teams to adapt and thrive in dynamic environments.
- **Effective Communication:** Ability to effectively articulate ideas, policies, and strategies effectively to various stakeholders — both internally and externally.
- **Policy Development:** Skilled in formulating, reviewing, and implementing effective and impactful policies while ensuring alignment with strategic goals.
- **Risk Management:** Ability to identify, assess, and mitigate risks and develop contingency plans to safeguard the Hospital from internal and external threats.
- **Analytical Problem-Solving:** Excels at analyzing complex issues, identifying root causes, and developing effective solutions with the ability to think critically and strategically.
- **Data-driven Decision-Making:** Utilizes data analytics and evidence-based insights to inform decisions, plans and strategies.
- **High Standards of Professional Ethics:** Demonstrates integrity, transparency, and a commitment to ethical conduct in all interactions, decisions, and actions.
- **Teamwork and Collaboration:** Ability to foster collaboration and teamwork, build strong relationships, and leverage diverse perspectives to achieve collective goals.

3. Radio-pharmacist – Job Grade KUTRRH 5, Ref: V/FT/04/2024 (1 Position)

Job Purpose: The Radio-pharmacist's position exists to manage and oversee the safe preparation, dispensing, and utilization of radiopharmaceuticals for diagnostic and therapeutic purposes, ensuring optimal patient care and adherence to regulatory standards.

Duties and Responsibilities

- Prepares and dispenses radioactive pharmaceuticals used for patient diagnosis and therapy, applying principles and practices of pharmacy and radiochemistry.
- Receives radiopharmaceutical prescription from physician and reviews prescription to determine suitability of radiopharmaceutical for intended use.
- Verifies that specified radioactive substance and reagent will give desired results in examination or treatment procedures, utilizing knowledge of radiopharmaceutical preparation and principles of drug bio-distribution.
- Calculates volume of radioactive pharmaceutical required to provide patient with desired level of radioactivity at prescribed time, according to established rates of radioisotope decay.
- Compounds radioactive substances and reagents to prepare radio-pharmaceuticals, following radio-pharmacy laboratory procedures.
- Assesses prepared radiopharmaceutical, using measuring and analysis instruments and equipment, such as ionization chamber, pulse-height analyzer, and radioisotope dose calibrator, to verify rate of drug disintegration and to ensure that patient receives required dose.
- Consults with physician following patient treatment or procedure to review and evaluate quality and effectiveness of radiopharmaceutical.
- Conducts research to develop or improve radiopharmaceuticals.
- Prepares reports for regulatory agencies to obtain approval for testing and use of new radiopharmaceuticals.
- Maintains control records for receipt, storage, preparation, and disposal of radioactive nuclei.
- Conducts training for students and medical professionals concerning radiopharmaceuticals use, characteristics, and compounding procedures as well as radiation protection measures.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor of Pharmacy degree from a recognized institution.
- ii. A Master's degree and/or Fellowship in Radiopharmacy/ Nuclear Pharmacy.
- iii. Relevant work experience in a hospital set-up with a nuclear medicine department.
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.

- vi. Proven track record of clinical research and training in a reputable institution.
- vii. Registration with the Pharmacy and Poisons Board.
- viii. Valid Practice License.
- ix. Professional Insurance Indemnity Cover.
- x. Proficiency in Computer applications.
- xi. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Analytical Proficiency:** Applies analytical techniques to assess radiopharmaceutical quality and support research.
- **Teamwork and Collaboration:** Works effectively with interdisciplinary teams, collaborating with physicians, nurses, and other healthcare professionals to optimize patient care.
- **Effective Communication:** Communicates clearly and concisely with colleagues, patients, and regulatory bodies, ensuring accurate information exchange.
- **Adaptability and Flexibility:** Navigates dynamic healthcare environments, adjusting to technological advancements, regulatory changes, and patient needs.
- **Research and Development Aptitude:** Demonstrates curiosity and a proactive approach to advancing radiopharmaceutical science.
- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Collaborative Team Player:** Works seamlessly within interdisciplinary teams, recognizing the importance of teamwork in achieving patient-centered care and effectively collaborating with physicians, nurses, and other healthcare providers.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.
- **Leadership and Mentorship:** Inspires and guides junior colleagues, fostering a culture of excellence.

4. Clinical Pharmacist – Job Grade KUTRRH 5, Ref. V/FT/05/2024 (1 Position)

Job Purpose: The Clinical Pharmacist’s job exists to coordinate and provide specialized clinical pharmacist services and participate in research in the area of specialization.

Duties and Responsibilities

- Attend doctors’ rounds in the medical ward consulting with the physicians and other health care providers in selecting the medication therapy that best meets the patient’s needs and contributes effectively to the overall therapy goals.
- Conduct medication reviews and develop effective medication plans that minimize the risk of adverse side-effects.

- To offer drug information to consultants, physicians, nurses, and other health care providers of the hospital.
- To participate in the review and update of the KUTRRH Formulary to enable optimal drug usage.
- To serve as an active member and to give professional advice to Antibiotic Stewardship, Medicines and Therapeutic, Infection Control, and other Advisory Committees as appropriate.
- Develop clinical pharmacy practice programs according to policies and regulations.
- Conduct regular clinical audits and other improvement activities.
- Prevent, detect, resolve and document medication errors and make appropriate evidence-based, patient-centered medication therapy recommendations as part of the interdisciplinary team.
- Participating in departmental education activities.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor of Pharmacy from a recognized institution.
- ii. Master's Degree in Clinical Pharmacy from a recognized institution.
- iii. At least eight (8) years' work experience out of which at least three (3) years' must have been served as a Senior Pharmacist/Pharmacist or in a comparable position.
- iv. Registered with the Pharmacy & Poisons Board.
- v. Valid practice license.
- vi. Professional Insurance indemnity cover.
- vii. Experience with an online prescription system is an added advantage.
- viii. Management course lasting not less than four (4) weeks from a recognized institution.
- ix. Proficiency in computer applications.
- x. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Strong Analytical Skills:** Demonstrates adeptness in assessing complex patient cases, analyzing available information, and making informed decisions regarding medication therapy.
- **Effective Communication:** Possesses strong verbal and written communication skills to convey drug-related information clearly and concisely.
- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Collaborative Team Player:** Works seamlessly within interdisciplinary teams, recognizing the importance of teamwork in achieving patient-centered care and effectively collaborating with physicians, nurses, and other healthcare providers.
- **Professional Ethics and Accountability:** Upholds ethical standards, demonstrates accountability, and prioritizes patient well-being in all clinical decisions.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.

- **Leadership and Mentorship:** Inspires and guides junior colleagues, fostering a culture of excellence.
- **Resilience and Adaptability:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.

5. Nuclear Medicine Physician – Job Grade KUTRRH 5, Ref. V/FT/06/2024 (1 Position)

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

Duties and Responsibilities

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

Qualifications and Requirements

- i. Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- ii. A Masters degree in Medicine from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Specialization in Nuclear Medicine from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iv. Relevant work experience in a Nuclear Medicine department.
- v. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- vi. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vii. Valid Practice License as a specialist from the Kenya Medical Practitioners' and Dentists' Council.
- viii. Professional Insurance Indemnity Cover.
- ix. Proficiency in computer applications.
- x. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.
- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Teamwork and Collaboration:** Works seamlessly within multidisciplinary teams, collaborating with other healthcare professionals.
- **Effective Communication:** Clearly communicates complex medical information to patients, colleagues, and families.
- **Leadership and Mentorship:** Inspires and guides junior colleagues, fostering a culture of excellence. Shares knowledge, encourages growth, and contributes to the development of future nuclear medicine professionals.
- **Resilience and Adaptability:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.

6. Radiologist – Job Grade KUTRRH 5, Ref. V/FT/07/2024 (3 Positions)

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

Duties and Responsibilities

- Interpreting the results from diagnostic imaging procedures to determine diagnoses.
- Communicating and discussing results and diagnoses with physicians.
- Suggesting most appropriate medical imaging techniques, when necessary.
- Informing patients about the medical imaging process.
- Performing or directing radiology staff to carry out image-guided, diagnostic procedures.
- Working with radiographers to perfect image quality.
- Following medical protocols for resuscitation, bleeding, infection, or other emergency situations, when necessary.
- Develop SOPs and policies for radiology department.
- Any other duty that may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor of Medicine and Bachelor of Surgery degree from an institution recognized by Kenya Medical Practitioners and Dentists Council.

- ii. Master's degree in Medicine (MMed) in Radiology or equivalent specialization from an institution recognized by the Kenya Medical Practitioners' and Dentists' Council.
- iii. Relevant work experience in a Radiology department.
- iv. Registration with the Kenya Medical Practitioners' and Dentists' Council.
- v. Retention in the Kenya Medical Practitioners' and Dentists' Council register.
- vi. Recognition as a specialist by the Kenya Medical Practitioners' and Dentists' Council.
- vii. Valid Practice License from the Kenya Medical Practitioners' and Dentists' Council.
- viii. Professional Insurance Indemnity Cover.
- ix. Proficiency in computer applications.
- x. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Diagnostic Accuracy:** Exhibits a high level of diagnostic accuracy and precision, providing reliable and timely interpretations of medical imaging results.
- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.
- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Teamwork and Collaboration:** Works seamlessly within multidisciplinary teams, collaborating with other healthcare professionals.
- **Effective Communication:** Clearly communicates complex medical information to patients, colleagues, and families.
- **Leadership and Mentorship:** Inspires and guides junior colleagues, fostering a culture of excellence. Shares knowledge, encourages growth, and contributes to the development of junior professionals.
- **Resilience and Adaptability:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.

7. Principal, Training Institute of Specialized Nursing – Job Grade KUTRRH 5, Job Ref. V/FT/08/2024 (1 Position)

Job Purpose: The Principal, Training Institute of Specialized Nursing (TISN) will be responsible for managing the policies, regulations, and procedures to ensure that all nursing students are supervised in a safe learning environment that meets the approved curricula and mission of the Institute.

Duties and Responsibilities

- Provides administrative oversight of nursing education ensuring continued program updates including modifications to courses and maintaining vitality and relevance of the programs.
- Supervises the development of programs and serves as liaison to external accrediting bodies.
- Assists in the recruiting and admission of students into the programs.
- Documents and performs frequent graduation audits of student records.
- Works with the Director Training Research & Innovation, Deputy Director, Training and Capacity Building and Manager, Training & Capacity building and to establish schedules and faculty workloads for faculty and staff.
- Participates in committees, schedules and regular meetings.
- Ensures quality advising for students enrolled in nursing courses and students wanting to apply to the programs.
- Prepares annual reports to the state and national accrediting agencies, providing leadership in all program accreditation and re-accreditation activities.
- Ensures that syllabi are prepared and made available to students.
- Conducting periodic evaluation of courses offered and ensure necessary facilities such as laboratories are available and well maintained.
- Observes classroom presentations as necessary and provides feedback to ensure quality instructions.
- Manages the nursing institute's budget in accordance to the set guidelines.
- Assist the department in writing their annual performance goals.
- Mediates program issues and participates in the student grievance process.
- Updates the Academic Catalog and Webpage as needed.
- Any other duties as may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's degree in Nursing (BScN).
- ii. Master's degree preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university.
- iii. A Diploma in Medical Education or PhD preferably in Health Education and Administration or Business Administration or Education Administration or related qualification from a recognized university will be an added advantage.
- iv. Holder of at least a post-basic diploma in specialized nursing.
- v. Registered with the Nursing Council of Kenya and possess a valid practice license.
- vi. Have at least eight (8) years' relevant experience comprising of:
 - At least three (3) years' teaching experience in a Medical, Nursing or any other relevant training institution.
 - At least three (3) years relevant work experience at Supervisory/ Management level.

- vii. Demonstrated good leadership skills preferably in a medical department or school or any other relevant institution.
- viii. Demonstrable capacity in strategic thinking and excellent administrative and managerial skills.
- ix. Proper understanding of financial management, good public relations and resource mobilization skills.
- x. A high degree of computer proficiency and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xi. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- xii. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.
- xiii. A high degree of computer proficiency and demonstrated ability to integrate technology into the learning environment and teaching methodology.
- xiv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Effective Leadership:** Demonstrates a clear vision for nursing education, ensuring program vitality, relevance, and alignment with the Institute's mission. Provides strategic direction to faculty and students.
- **Effective Communication and Relationship Building:** Communicates openly and transparently with faculty, staff, and students. Listens actively and builds strong working relationships within the institute.
- **Student-Centered:** Understands the unique challenges faced by nursing students. Provides emotional support, encouragement, and mentorship to enhance their learning experience.
- **Adaptability and Flexibility:** Navigates changing educational landscapes, technological advancements, and student needs. Remains open to new ideas and adjusts strategies as needed.
- **Collaborative Decision-Making:** Engages faculty and staff in decision-making processes. Values diverse perspectives and encourages participation in shaping the institute's direction.
- **Conflict Resolution and Mediation:** Handles conflicts with diplomacy and fairness. Resolves issues promptly, ensuring a harmonious learning environment for all stakeholders.
- **Ethical Leadership and Professional Integrity:** Models ethical behavior, honesty, and integrity. Upholds high standards of professionalism, setting an example for faculty and students.
- **Cultural Competence:** Celebrates diversity and promotes an inclusive environment. Recognizes cultural differences, fosters cultural competence, and ensures equitable opportunities for all.
- **Evidence-based Decision-Making:** Utilizes data analytics and evidence-based insights to inform educational strategies, program enhancements, and resource allocation. Makes informed decisions backed by empirical evidence.

8. Manager, Credit Control & Insurance – Job Grade KUTRRH 6, Ref. V/FT/09/2024 (1 Position)

Job Purpose: The position holder will be responsible for all collection functions necessary to ensure the prompt and correct payment to the Hospital of all monies owed by patients and insurance providers will be responsible for working accounts with balances according to their respective payer at KUTRRH.

Duties and Responsibilities

- Participate in formulation, reviewing and implementation of the Hospital's credit control procedures;
- Ensuring that all transactions in the department are compliant with statutory and hospital regulations;
- Responsible for the timely and accurate review of posting and balancing of payment/rejection and adjustment transactions which are necessary for closing accounts;
- Have specific operational knowledge of assigned insurance billing contract, agreements and responsibilities in reviewing and following up aged debt;
- Be cognizant of responsibility of credit controller role in affecting hospital cashflow;
- Follow key processes and procedures in completing credit control tasks to quality standards;
- Collaborate with team members to facilitate the delivery of effective billing services and follow-up to all customers to promote account reconciliation;
- Manage assigned list by ensuring the timeliness and accuracy of billings, collections, contractual postings, payments and adjustments of accounts based upon functional standards;
- Resolve incoming queries on billing or outstanding accounts from patients, insurance companies, consultants in a professional and efficient manner;
- Responsible for updating system notes with account activity, status and expected reimbursement;
- Developing service level agreements and executing third party contract on delegation;
- Apply reminders on account to ensure full follow through by relevant insurance group;
- Have sufficient knowledge or access to knowledge to provide correct information with regard to fees, excesses or co-payments on individual policies or individual procedures;
- Handle disputed bills and negotiate to bring payment within the agreed terms;
- Provide accurate advice on billing queries;
- Ensure that debts are paid in a timely manner;
- Prepare and submit daily, weekly, and monthly reports for the department;
- Overseeing key account and customer relationship management;
- Any other duty as may be assigned.

Qualifications and Requirements

- i. Bachelors degree in Finance, Accounting or equivalent qualification from a recognized institution.
- ii. Masters degree in Finance, Accounting or equivalent qualification from a recognized institution.
- iii. Certified Public Accountant (CPA-K) qualification or its equivalent qualification from a recognized institution.
- iv. A minimum period of six (6) years relevant work experience, two (2) years of which should have been at the supervisory level or in a comparable position.
- v. Professional membership to the Institute of Certified Public Accountants of Kenya (ICPAK).
- vi. Operational knowledge of Credit Control processes and requirements
- vii. Supervisory course lasting not less than two (2) weeks.
- viii. Must have a strong understanding of financial principles, credit management, and insurance practices.
- ix. Must demonstrate the ability to analyze financial data, assess risk, and make informed decisions related to credit control and insurance.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Negotiation Skills:** Skilled at reaching favorable agreements with clients, insurers, and other stakeholders.
- **Analytical Skills:** Ability to analyze financial data (credit reports, insurance claims, payment histories) to inform decisions and identify trends in credit performance and financial metrics to predict future outcomes.
- **Customer Service Orientation:** Excellent customer service skills in interacting with patients, insurance companies, and other stakeholders. Should be responsive, empathetic, and able to address inquiries or concerns.
- **Organizational Skills:** Must be highly organized and efficient in delivery of tasks and meeting of deadlines.
- **Critical Thinking and Problem-Solving:** Adept at identifying problems, finding solutions, and mitigating risks.
- **Leadership and Mentorship:** Inspires and guides junior colleagues, fostering a culture of excellence.
- **Teamwork and Collaboration:** Able to work closely and effectively with Accounts staff, Billing staff, and insurance providers.
- **Risk Management:** Ability to identify, assess, and mitigate risks and develop contingency plans to safeguard the Hospital from internal and external threats.
- **Ethical Conduct:** Must uphold high ethical standards in credit management and insurance practices and demonstrate transparency, honesty, and fairness.

9. Tutor (Perioperative Nursing) – Job Grade KUTRRH 8, Ref. V/FT/10/2024 (2 Positions)

Job Purpose: This position is responsible for the delivery of quality instructions to Peri-Operative Nursing trainees at the KUTRRH Training Institute of Specialized Nursing (TISN), in line with the Nursing Council of Kenya guidelines and KUTRRH principles.

Duties and Responsibilities

- Teach and examine courses through lectures, seminars and supervision.
- Provide leadership in the development of appropriate syllabuses, resources, marking policies, assessment and learning strategies in the Institute.
- Deliver lectures and monitor student progress during training, provide support and advice to enable the students excel in their studies.
- Evaluate academic progress of students, record findings and devise action plans where necessary.
- Manage the relationship with all key stakeholders both internally and externally and maintain appropriate communication with them.
- Perform any other duty that may be assigned by the supervisor or the Hospital Management.
- Any other duties as may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's degree in Nursing (BScN), or its equivalent, approved by the Nursing Council of Kenya.
- ii. At least Higher National Diploma in Peri-Operative Nursing.
- iii. Registered with the Nursing Council of Kenya and possess a valid practice license.
- iv. At least five (5) years' experience in a hospital providing primary care with a minimum of two (2) years teaching/training experience within a relevant educational/clinical setting.
- v. Experience in developing course curriculum as per accreditation and international standards.
- vi. Possess specialist knowledge and the ability to operate specialist programs and equipment.
- vii. Proven track record in achieving results and in the improvement of standards of teaching & learning in an academic institution.
- viii. Demonstrated ability to integrate technology into the learning environment and teaching methodology.
- ix. Experience in teaching research methodology and/or therapeutic communication and counselling will be an added advantage.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Clinical Expertise:** Demonstrates in-depth understanding of perioperative nursing practices. Draws from personal experiences to enrich classroom discussions and provide practical insights.

- **Effective pedagogy:** Possesses the ability to convey complex concepts clearly. Adapts teaching methods to diverse learning styles, ensuring students grasp essential knowledge.
- **Empathy and Patience:** Recognizes the challenges faced by nursing students. Offers emotional support and patiently addresses doubts and concerns during the learning process.
- **Adaptability:** Stays updated on advancements, adjusting teaching materials and methods in the rapidly evolving perioperative field.
- **Leadership and Mentorship:** Inspires future nurses by setting an example. Guides students toward excellence, fostering a culture of continuous learning.
- **Teamwork and Collaboration:** Works closely with other educators, clinical instructors, and healthcare professionals. Actively contributes to a harmonious team environment, fostering camaraderie and mutual support. Recognizes the value of each team member's role.
- **Cultural Competence:** Respects and appreciates cultural diversity among students.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

10. Critical Care Nurse – Job Grade KUTRRH 9, Ref. V/FT/11/2024 (15 Positions)

Job Purpose: The Critical Care Nurse's job exists to provide advanced nursing services and patients care in the Intensive Care Unit (ICU) and High Dependency Unit (HDU), to provide nursing research and training and advise on the same at KUTRRH.

Duties and Responsibilities

- 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.
- 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.
- 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.
- 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.
- Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- Mentor and guide other junior nursing officers, interns and students in the critical care centers of the hospital.
- Provide nursing research and training to students in the critical care centers of the Hospital.
- Any other duties as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma or Degree in Nursing from a recognized institution.
- ii. Higher Diploma in Kenya Registered Critical Care Nursing, or its equivalent qualification from a recognized institution.
- iii. At least four (4) years nursing experience out of which at least one (1) year must have been in Critical Care Nursing.
- iv. Registration by the Nursing Council of Kenya.
- v. Valid practicing license as a Critical Care Nurse from the Nursing Council of Kenya.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Effective Communication:** Clearly conveys complex medical information to patients, colleagues, and families.
- **Collaboration and Teamwork:** Works harmoniously within multidisciplinary teams to ensure comprehensive patient care and optimal outcomes.
- **Adaptability and Resilience:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.
- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Time Management:** Efficiently organizes tasks, prioritizing patient care, documentation, and equipment preparation. Ensures smooth workflow within the Cath Lab.

- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

11. Accident & Emergency Nurse – Job Grade KUTRRH 9, Ref. V/FT/12/2024 (4 Positions)

Job Purpose: The Accident & Emergency Nurse’s job exists to provide advanced nursing services and patients care in the A&E unit, to provide nursing research and training and advise on the same at KUTRRH.

Duties and Responsibilities

- Receive, register, record and document patients’ information and present the same to the Medical Officers at the accident and emergency unit of the hospital.
- Transfer referred patients from the wards for further diagnosis or specialized treatment from other units of the hospital.
- Provide general nursing services and care to patients in the hospital.
- Ensure cleanliness and tidiness at the wards.
- Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital.
- Administer medication to patients as prescribed by Medical Officers and Medical Specialists in the hospital. Administer patient care and nursing to outpatients in the hospital.
- Monitor patients’ progress in the hospital, 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. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital.
- Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the hospital.
- Provide nursing services research and training to students at the accident and emergency of the hospital.
- Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital.
- Any other duties as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma or Degree in Nursing from a recognized institution..
- ii. Higher Diploma in Kenya Registered Accident & Emergency Nursing, or its equivalent qualification from a recognized institution.
- iii. At least four (4) years nursing experience out of which at least one (1) year must have been in Accident & Emergency Nursing.
- iv. Registration by the Nursing Council of Kenya.

- v. Valid practicing license as an Accident and Emergency Nurse from the Nursing Council of Kenya.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Empathy and Compassion:** Demonstrates genuine care and understanding toward patients and their families. Fosters trust and enhances the overall patient experience.
- **Effective Communication:** Clearly conveys complex medical information to patients, colleagues, and families.
- **Collaboration and Teamwork:** Works harmoniously within multidisciplinary teams to ensure comprehensive patient care and optimal outcomes.
- **Adaptability and Resilience:** Navigates high-pressure situations, unexpected outcomes, and evolving medical landscapes. Remains composed, flexible, and committed to patient-centered care.
- **Critical Thinking and Problem-Solving:** Analyzes complex cases, considers multiple factors, and devises innovative solutions. Adapts to unique patient needs and evolving medical challenges.
- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Time Management:** Efficiently organizes tasks, prioritizing patient care, documentation, and equipment preparation. Ensures smooth workflow within the Cath Lab.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

12.Cathlab Radiographer - Job Grade KUTRRH 9, Job Ref. V/FT/13/2024 (2 Positions)

Job Purpose: This job exists to provide Cath lab imaging services to patients in the Hospital and ensure provision of quality and timely radiography and imaging services at KUTRRH.

Duties and Responsibilities

- Providing Cath-lab and general imaging services to patients.
- Processing, verifying and maintaining information relating to patients.
- Preparing medical examination rooms for patients.
- Positioning patients for imaging.
- Performing any other duties as may be assigned from time to time.
- Any other duties as may be assigned from time to time.

Qualifications and Requirements

- i. Degree/Diploma in Diagnostic Radiography or equivalent qualification from a recognized institution.
- ii. At least four (4) years relevant work experience with at least one (1) year work experience in Cath-lab imaging.
- iii. Knowledge of relevant legislations.
- iv. Knowledge of professional standards.
- v. Registration to Society of Radiographers in Kenya (SORK).
- vi. Valid practicing license from Radiation Protection Body.
- vii. At least one (1) year working experience as a phlebotomist/phlebotomy field.
- viii. Proficiency in computer applications.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Adaptability:** Remains flexible and adaptable in a dynamic clinical environment, adjusting to changing patient needs and emergent situations.
- **Attention to Detail:** Pays meticulous attention to details during procedures, ensuring accurate imaging and precise interventions.
- **Professional Communication:** Communicates clearly and effectively with colleagues, patients, and their families, fostering trust and understanding.
- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges, troubleshoot technical issues, and find solutions during procedures.
- **Conflict Resolution:** Handles conflicts professionally, seeking resolution through open dialogue and compromise. Maintains a positive work environment.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

13. Training Officer – Job Grade KUTRRH 9, Ref. V/FT/14/2024 (2 Positions)

Job Purpose: The Training Officer' job exists to identify learning needs, design tailored training initiatives, and fostering a culture of continuous learning and improvement across all departments. The position holder is tasked with spearheading the development and execution of comprehensive training programs within the Hospital.

Duties and Responsibilities

- Conduct thorough needs assessments to pinpoint training gaps and devise specialized programs to address the unique requirements of diverse departments and personnel.
- Create engaging and impactful training materials, encompassing various formats such as courses, workshops, online modules, and blended learning approaches.
- Remain abreast of cutting-edge practices in adult learning and instructional design to ensure the effectiveness and relevance of training initiatives.
- Execute training programs adeptly, employing a range of instructional techniques to accommodate diverse learning preferences.
- Foster interactive learning environments that encourage active participation and knowledge retention.
- Ensure adherence to hospital policies, regulatory standards, and accreditation criteria in all training endeavors.
- Assess the efficacy of training programs through meticulous evaluation methods, including feedback mechanisms and data analysis.
- Iteratively enhance training offerings based on feedback and performance metrics.
- Compile comprehensive reports on training outcomes and deliver insightful presentations to key stakeholders.
- Design and implement training initiatives centered on patient safety, quality improvement, and regulatory compliance.
- Integrate simulation-based learning experiences into training protocols to bolster clinical competencies and teamwork dynamics.
- Contribute to the formulation and execution of the hospital's overarching learning and development strategy.
- Any other duties as may be assigned.

Qualifications and Requirements

- i. Bachelor's degree in Education, Medical Sciences, Human Resources, Healthcare Administration, Public Relations & Communication, or a related field.
- ii. At least four (4) years relevant work experience with at least one (1) year work experience in instructional design, curriculum development and adult education methodologies, preferably within a healthcare setting.
- iii. Strong understanding of regulatory requirements and accreditation standards relevant to healthcare training.
- iv. Exceptional communication and facilitation skills, with the ability to engage diverse audiences effectively both local and international.
- v. Proficiency in learning management systems (LMS) and other relevant technologies for training delivery and administration.
- vi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- vii. Experience in handling NITA Reimbursements will be an added advantage.
- viii. A Master's degree will be an added advantage.

Key Competencies and Attributes

- **Active Listening:** Demonstrates strong listening skills to understand diverse needs and perspectives. Provides empathetic support and builds rapport with colleagues at all levels.
- **Effective Communication:** Communicates clearly, concisely, and adaptively with various audiences, tailoring messages to diverse learning styles and cultural backgrounds. Provides constructive feedback to participants and promotes self-reflection.
- **Collaboration and Teamwork:** Fosters a collaborative environment, actively solicits input from stakeholders, and builds constructive relationships with departments, subject matter experts, and academic partners.
- **Cultural Competence:** Demonstrates sensitivity to cultural differences, adapts training materials and approaches to be culturally inclusive, and promotes a diverse and respectful learning environment.
- **Adult Learning Expertise:** Understands adult learning principles, utilizes varied instructional methods, and applies adult learning theories to ensure effective knowledge transfer. Employs dynamic and interactive facilitation techniques to create engaging learning experiences that promote active participation and knowledge retention.
- **Problem-Solving and Adaptability:** Demonstrates resourcefulness and flexibility in adapting training to address unanticipated challenges and evolving needs. Thinks critically to solve problems and implement effective solutions.
- **Lifelong Learning Mindset:** Maintains a commitment to personal and professional development, staying informed about current trends, best practices, and innovations in healthcare education and training. Actively seeks new knowledge and continuously refines skills and expertise.

14.Quantity Surveyor - Job Grade KUTRRH 9, Ref. V/FT/15/2024 (1 Position)

Job Purpose: The Quantity Surveyor shall be responsible for managing all aspects of the contractual and financial side of the project, including managing the cost and helping to ensure that a project is completed within its projected budget.

Duties and Responsibilities

- Review the draft designs and drawing from the Architect and give cost estimates.
- Give cost estimates for the detailed final drawings and designs, including mechanical, electrical, and structural from the Architect.
- Prepare tender and contract documents, including bills of quantities in liaison with the building and engineering consultants.
- Participate in tender evaluation before contract award.
- Participate in site handover to the contractors.

- Participate in the daily, weekly and monthly projects progress meetings and advise on areas at risk.
- Monitor the Project as it progresses and advise the Project Manager and Management Committee on adherence to quantities and quality of materials and any cost changes anticipated.
- Assess completed work and prepare a report including costing to ensure the Hospital does not overpay against a certificate. This report will be timeously issued to the Project Manager.
- Participate in negotiations between the Hospital and the Contractor on any arising cost disputes.
- Participate in the handover of the Project from Contractor to the Hospital upon completion.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's Degree in Quantity Surveying or equivalent from a recognized University.
- ii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Member of the Institute of Quantity Surveyors of Kenya (IQSK).
- iv. Software Skills and Experience.
- v. Skilled at 3D Impressions and AutoCAD designs.
- vi. Computer knowledge in Microsoft programs.
- vii. At least four (4) years' relevant and related work experience as a Quantity Surveyor.
- viii. In-depth understanding of construction, materials, pricing, and industry standards and practices.
- ix. Experienced at compiling and following strict budgets; strong estimating and financial analysis skills.
- x. Ability to read architectural drawings and have an appreciation of construction processes.
- xi. Numeracy skills to handle the financial and mathematical demands of the role.
- xii. A thorough technical understanding of building construction methods.
- xiii. Proficiency in computer applications.
- xiv. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Effective Communication:** Communicates clearly and concisely, both in writing and verbally. Listens actively and ensures mutual understanding during project discussions.
- **Collaboration and Teamwork:** Works harmoniously with architects, engineers, and other stakeholders. Values diverse opinions and contributes constructively to team goals.
- **Adaptability:** Remains flexible in a dynamic construction environment. Adapts to changes in project scope, client requirements, and unforeseen challenges.
- **Strong Interpersonal Skills:** Communicates effectively with clients, subcontractors, architects, and engineers. Builds strong working relationships to facilitate project success.
- **Analytical Thinking:** Demonstrates critical thinking skills to solve complex problems related to costs, project delays, and resource allocation.

- **Organizational Skills:** Efficiently organizes tasks, plans, and strategizes. Manages project documentation, valuation reports, and progress assessments.
- **Strong Negotiation Skills and Conflict Resolution:** Employs effective negotiation tactics to ensure project success while maintaining positive relationships with clients, contractors, and suppliers. Handles disagreements professionally, seeking win-win solutions and resolves disputes related to costs, specifications, or project delays.
- **Effective Time Management:** Prioritizes tasks, allocates resources effectively and ensures timely completion of cost assessments, reports, and project milestones.

15. Sonographer – Job Grade KUTRRH 10, Ref. V/FT/16/2024 (1 Position)

Job Purpose: The Sonographer job exists to perform quality ultrasound examinations to clients and patients and make quality reports for use by the clinicians in decision making. In the course of their duties they shall provide care and maintenance to ultrasound machines.

Duties and Responsibilities

- Collaborate with other radiography and imaging staff in providing diagnostic imaging services to patients in the hospital.
- Receive patients referred for ultrasound services from other medical units and schedule their imaging services in the radiographer unit of the hospital.
- Explain ultrasound procedure to patients and answering any questions they may have concerning the same services in the hospital.
- Perform ultrasound examinations on clients/ patients referred to the unit.
- Maintain the ultrasound machines and equipment for continuous provision of ultrasound services within the hospital.
- Ensure cleanliness and orderliness in the ultrasonography unit for quality services delivery in the hospital.
- Record and maintain patient's records and adding medical notes related to the ultrasound procedure, if necessary, in the hospital.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma/ Higher Diploma in Medical Imaging Sciences or Radiography from a recognized institution.
- ii. At least one (1) year relevant work experience as a sonographer in a reputable hospital.
- iii. Registration with the relevant regulatory body.
- iv. Valid Practice License.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Adaptability:** Remains flexible and adaptable in a dynamic clinical environment, adjusting to changing patient needs and emergent situations.
- **Attention to Detail:** Pays meticulous attention to details during procedures, ensuring accurate imaging and precise interventions.
- **Professional Communication:** Communicates clearly and effectively with colleagues, patients, and their families, fostering trust and understanding.
- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Active Listening:** Listens attentively to patients, colleagues, and physicians. Understands their needs, questions, and feedback, fostering effective communication.
- **Time Management:** Efficiently organizes tasks, prioritizing patient care, documentation, and equipment preparation.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges, troubleshoot technical issues, and find solutions during procedures.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

16. Radiographer – Job Grade KUTRRH 10, Ref. V/FT/17/2024 (1 Position)

Job Purpose: The Radiographer's job exists to provide radiography and imaging services to patients in the Hospital and ensure provision of quality and timely radiography and imaging services at KUTRRH.

Duties and Responsibilities

- Provide radiography and imaging services to patient in the radiography and imaging unit of the Hospital.
- Collaborate with other radiography and imaging staff in providing radiography and imaging services to patients in the Hospital.
- Collaborate with other diagnostic and clinical practitioners in the Hospital to offer comprehensive medical care to patients.
- Receive patients referred for imaging services from other medical units and schedule their imaging services in the radiography unit of the Hospital.
- Provide support and collaboration in the provision of radiography services to staff, interns and students in the Radiography unit of the Hospital.

- Implement diagnostic imaging programs and training services to the staff and students undergoing training within the department.
- Carry out training and development to radiography staff in the radiography unit for continuous provision of quality radiography services to patients in the Hospital.
- Implement radiation safety policies and guidelines for quality and regulated service delivery.
- Guide and mentor staff, interns and students in the radiography unit of the Hospital.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in Radiography from a recognized institution.
- ii. At least one (1) year relevant work experience as a radiographer.
- iii. Registration to Society of Radiographers in Kenya (SORK).
- iv. Proficiency in computer applications.
- v. Valid Practice License.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of professional standards.
- viii. Proficiency in computer applications.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Adaptability:** Remains flexible and adaptable in a dynamic clinical environment, adjusting to changing patient needs and emergent situations.
- **Attention to Detail:** Pays meticulous attention to details during procedures, ensuring accurate imaging and precise interventions.
- **Professional Communication:** Communicates clearly and effectively with colleagues, patients, and their families, fostering trust and understanding.
- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Time Management:** Efficiently organizes tasks, prioritizing patient care, documentation, and equipment preparation.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges, troubleshoot technical issues, and find solutions during procedures.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

17. Nuclear Medicine Technologist – Job Grade KUTRRH 10, Ref. V/FT/18/2024 (1 Position)

Job Purpose: Nuclear Medicine Technologist prepares radioactive drugs and administer them to patients for imaging or treatment. They provide technical support to physicians or others who diagnose, care for, and treat patients and to researchers who investigate uses of radioactive drugs.

Duties and Responsibilities

- Correctly interpret PET/CT and SPECT/CT Request forms and ensure they have been approved and protocolled by the Nuclear Medicine Physician.
- Consult with the Nuclear Medicine Physician in case of any doubt in the requests and/or protocols.
- Clerking Patients for Scans.
- Explain to the patients the procedure and make sure they understand what to expect at each and every step.
- Reconstitution of Radiopharmaceuticals.
- Performing PET/SPECT/Planar Examinations.
- Manipulation of the acquired data.
- Responsible for patient safety including pre-screening for contraindications, aseptic injection technique, etc. and radiation safety/regulations, including proper documentation and technique when working with radioactive materials/patients.
- Troubleshoot the scanner, coach and peripheral equipment.
- Maintenance and dissemination of the acquired scans.
- Documentation and maintenance of departmental records.
- Stock control.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Bachelor's degree or Diploma in Nuclear Medicine Technology or equivalent from a recognized institution.
- ii. Relevant work experience in Nuclear Medicine Technology.
- iii. Training in PET/CT and SPECT/CT Technology or equivalent from a recognized institution.
- iv. Certificate in basic life support.
- v. Proven track record of clinical research and training in a reputable institution.
- vi. Up to date certification with The Kenya Nuclear Regulatory Authority.
- vii. Current practicing license from Radiation Protection Body.
- viii. Proficiency in computer applications.
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Adaptability:** Remains flexible and adaptable in a dynamic clinical environment, adjusting to changing patient needs and emergent situations.
- **Attention to Detail:** Pays meticulous attention to details during procedures, ensuring accurate imaging and precise interventions.
- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Time Management:** Efficiently organizes tasks, prioritizing patient care, documentation, and equipment preparation.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges, troubleshoot technical issues, and find solutions during procedures.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

18. Radiation Therapist - Job Grade KUTRRH 10, Ref. V/FT/19/2024 (2 Positions)

Job Purpose: The Radiation Therapist is responsible for planning and administration of radiotherapy treatment for patients using technical equipment, for accurate doses of radiation while minimizing the amount of radiation to surrounding healthy tissue.

Duties and Responsibilities

- Competently perform a range of radiotherapy techniques, CT simulations and mould room procedures whilst ensuring high standards are maintained.
- Maintaining and evaluating radiation safety measures, implementing Radiotherapy Policies, Guidelines, Standards and Procedures.
- Participate in departmental quality improvement activities.
- Provide information, support, and reassurance to patients, considering their physical and psychological and emotional needs.
- Practice high standards of infection control procedures in line with the Hospital infection control.
- 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.
- Explaining the process to patients and answering any questions.

- Administering radiation therapies as per patient treatment plans.
- Using medical imaging equipment to ensure treatments are delivered accurately.
- Assessing patients' reactions to treatments, providing advice on the side effects of treatments, and methods of alleviating these.
- Monitoring the progress of patients undergoing radiotherapy and suggesting amendments to treatment plans, when necessary.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Bachelors degree or Higher Diploma in Radiation Therapy from a recognized institution.
- ii. At least one (1) year work experience in Radiation Therapy.
- iii. Prior experience in Cyberknife treatment will be an added advantage.
- iv. Must be a registered member with the relevant registration body and hold a valid practicing license.
- v. Proficiency in computer applications.
- vi. Must fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Adaptability:** Remains flexible and adaptable in a dynamic clinical environment, adjusting to changing patient needs and emergent situations.
- **Attention to Detail:** Pays meticulous attention to details during procedures, ensuring accurate imaging and precise interventions.
- **Professional Communication:** Communicates clearly and effectively with colleagues, patients, and their families, fostering trust and understanding.
- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges, troubleshoot technical issues, and find solutions during procedures.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

19. Physiotherapist – Job Grade KUTRRH 10, Ref. V/FT/20/2024 (4 Positions)

Job Purpose: The position holder is responsible for rehabilitating patients' physical problems caused by illness, injury, disability, aging, and treatment, plans treatments, reviews recovery, and conducts therapeutic exercises with patients.

Duties and Responsibilities

- Assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/hospital.
- Carrying out physical disability assessments for categorization, registration and other support.
- Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living.
- Preparing, verifying and maintaining information, records and progress reports relating to patients.
- Keeping and maintaining inventory of equipment.
- Monitoring patient's outcomes on Physiotherapy treatment.
- Sensitizing the clients on Physiotherapy issues.
- Collating, compiling and analyzing data for research.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in Physiotherapy from a recognized institution.
- ii. At least one (1) year relevant work experience in a busy Hospital.
- iii. Current Practicing License from the Physiotherapy Council of Kenya (PCK).
- iv. Knowledge of relevant legislations.
- v. Knowledge of professional standards.
- vi. Proven track record of research and training in a reputable institution.
- vii. Proficiency in computer applications.
- viii. Must fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies and Attributes

- **Ethical Practice and Professional Integrity:** Upholds ethical standards, maintaining patient confidentiality and prioritizing patient welfare. Demonstrates honesty and transparency in all interactions.
- **Team Collaboration:** Works seamlessly with other healthcare professionals, including physicians, nurses, and technicians, to achieve optimal patient outcomes.
- **Professional Communication:** Communicates clearly and effectively with colleagues, patients, and their families, fostering trust and understanding.

- **Empathy and Compassion:** Demonstrates empathy towards patients, recognizing their fears and concerns during procedures. Compassionately communicates and provides emotional support.
- **Active Listening:** Listens attentively to patients, colleagues, and physicians. Understands their needs, questions, and feedback, fostering effective communication.
- **Collaborative Problem-Solving:** Works collaboratively with the team to address challenges and technical issues and find solutions during procedures.
- **Professionalism:** Upholds a professional demeanor, even in stressful situations. Demonstrates respect, integrity, and accountability.

20. Chef – Job Grade KUTRRH 10, Ref. V/FT/21/2024 (1 Position)

Job Purpose: The Chef's position exists to prepare and serve meals to patients, visitors, and staff in the Hospital in adhere to specific dietary needs and ensuring that all food meets health and safety standards before it is served.

Duties and Responsibilities

- Overseeing the preparation and cooking of food and preparation of baked goods and pastries.
- Developing and coordinating the implementation of catering procedures and guidelines.
- Creating menus.
- Creating new and innovative dishes.
- Maintaining records, ordering food and enforcing food safety risk management.
- Carrying out regular/routine checks and ensure that the catering equipment are in good working order.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in Food & Beverage Production.
- ii. At least one (1) year relevant work experience.
- iii. Valid Food handlers Certificate.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Creative Culinary Skills:** Demonstrates a passion for culinary arts and innovation, bringing creativity to menu development and food presentation.
- **Effective Communication:** Communicates clearly and collaboratively with kitchen staff, waitstaff, and management to ensure a seamless flow of operations.

- **Team Collaboration:** Works harmoniously within a kitchen team, promoting a positive and collaborative atmosphere to achieve culinary excellence.
- **Customer Service Orientation:** Prioritizes customer satisfaction by creating appealing dishes, meeting dietary needs, and addressing customer feedback. Adapts to changing menus, customer preferences, and kitchen dynamics, demonstrating flexibility in response to evolving culinary demands.
- **Time Management:** Efficiently organizes kitchen tasks, manages cooking times, and coordinates with the team to deliver timely and high-quality meals.
- **Leadership and Mentorship:** Inspires and guides kitchen staff, fostering a culture of continuous learning, growth, and teamwork.
- **Adaptability and Resilience:** Maintains composure in high-pressure kitchen environments, ensuring quality and consistency in food preparation during peak times.

21. Heating, Ventilation and Air Conditioning Technologist – Job Grade KUTRRH 12, Ref. V/FT/22/2024 (2 Positions)

Job Purpose: Heating Ventilation & Air Conditioning Technologist (HVAC) will be responsible for the installation, maintenance, repair, inspection and monitoring of heating, ventilation, and air conditioning (HVAC) as well as refrigeration equipment.

Duties and Responsibilities

- Installation of heating, ventilation and air conditioning units.
- Troubleshoots, maintains, inspects, and repairs, HVAC systems, Air conditioning and Refrigeration systems and equipment.
- Carrying out breakdown and preventive maintenance activities on HVAC and Refrigeration systems.
- Monitoring HVAC systems and their components for the purpose of evaluating the condition of the systems that guide on requisite maintenance and repairs.
- Preparing report on preventive, planned and breakdown maintenance of HVAC and Refrigeration systems.
- Any other duty as may be assigned from time to time.

Qualifications and Requirements

- i. Diploma in Heating, Ventilation and Air-conditioning or equivalent from a recognized institution.
- ii. At least one (1) year relevant work experience.
- iii. Knowledgeable in health and safety procedures.
- iv. Proficiency in computer applications.
- v. Must fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Key Competencies & Attributes

- **Problem-Solving Skills:** Demonstrates the ability to analyze and troubleshoot HVAC issues, finding innovative solutions to optimize system performance.
- **Adaptability:** Adapts to diverse work environments, weather conditions, and a variety of HVAC systems, showcasing flexibility and resourcefulness in addressing challenges.
- **Time Management:** Efficiently manages time to meet service deadlines, ensuring timely and reliable repair or installation of HVAC systems.
- **Team Collaboration:** Works collaboratively with other technicians, contractors, and clients, fostering a positive and cooperative working relationship for successful HVAC projects.
- **Attention to Detail:** Pays meticulous attention to HVAC system details, identifying potential issues and recommending preventive measures to avoid future problems.
- **Flexibility and Resilience:** Maintains composure in high-pressure situations, handling emergencies and urgent service requests with professionalism and efficiency.

HOW TO APPLY:

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

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

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

The deadline for the receipt of all applications is **19th March 2024**.

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

Please note:

1. Kenyatta University Teaching, Referral, and Research Hospital does not charge any fees for application.
2. Only shortlisted candidates will be contacted.
3. Successful candidate (s) will be required to submit the documents listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010:
 - Certificate of good conduct from the Directorate of Criminal Investigations
 - Clearance Certificate from the Higher Education Loans Board (for university graduates only)
 - Tax Compliance Certificate from the KRA
 - Clearance from Ethics & Anti-Corruption Commission
 - A report from an approved Credit Reference Bureau

Any form of canvassing will lead to immediate disqualification.