



A Ministry of Africa Gospel Church

VACANCIES

GROW YOUR CAREER WITH US

Established in 1937 and located at Bomet County, Tenwek Hospital is a Ministry of the Africa Gospel Church Kenya. It's a 400-bed capacity Teaching and Referral Hospital serving the vast Southwest Region of Kenya including but not limited to Bomet, Narok, Kisii, Kericho and Kisumu Counties. Over the years, the Hospital has grown to become one of the top healthcare institutions in the Country offering a wide variety of healthcare services.

Tenwek Hospital is a Christian Community committed to excellence in provision of Compassionate Healthcare, Spiritual Ministry and Training for Service to the Glory of God.

The Hospital is seeking to recruit highly motivated, ministry minded, born again Christians with good standing, demonstrating spiritual maturity, integrity and a calling to serve to fill the following positions:

1. Pediatric Surgeon
2. Consultant Ophthalmologist
3. Project Manager – Cardiothoracic Centre (CTC)
4. Administration Officer – Cardiothoracic Centre (CTC)
5. Biomedical Engineer – Cardiothoracic Centre (CTC)
6. Registered Clinical Officer
7. Head Chaplain
8. Chaplain
9. Programs Manager
10. Monitoring and Evaluation Officer
11. WASH & Agro-Ecology Specialist
12. Community Capacity Building Specialist
13. Community Health Specialist
14. General Agriculture Field Facilitator
15. Communication Facilitator

1. PAEDIATRIC SURGEON

Paediatric Surgeon will be responsible for the diagnosis, preoperative, operative and postoperative management of surgical problems in infants, children, adolescents, and young adults.

Key roles and Responsibilities

1. Provide and coordinate care of preterm, neonates, infants, children, and adolescents requiring elective and emergency surgery.

2. Supervise the smooth running of outpatient clinics, inpatient ward rounds and operating theaters relevant to pediatric surgery as scheduled.
3. Help coordinate referral of pediatric surgical patients with congenital anomalies, trauma and other conditions requiring emergency surgery and critical care.
4. Participate in multi-disciplinary prenatal counseling for expectant women carrying pregnancies with antenatally diagnosed congenital anomalies and formulate a treatment plan
5. Work in liaison with other hospital departments to offer high quality multi-disciplinary care to pediatric surgical and trauma patients.
6. Conduct and supervise regular and effective discussions with parents / primary caregivers about their child's diagnosis, progress, and treatment plan.
7. Participate in tracking monthly data for surgical site infections, morbidity and mortality and mortality audits for all deaths.
8. Participate in multidisciplinary tumor board meetings and assist in formulating working plans for pediatric oncology patients.
9. Participate in audits involving pediatric surgical patients and attend scheduled departmental audit meetings.
10. Ensure efficient and proper use of hospital resources to keep costs reasonable while maintaining acceptable standards. Be involved in teaching, education and mentoring of Fellows, residents, medical and clinical officers, Interns, nurses, and other staff.
11. Keep abreast with national policies and evidence-based patient care.
12. Participate in conducting research to generate data for Quality improvement.
13. Participate in local and international conferences to build on knowledge and skills.
14. Assist in coordinating rotation of visiting fellows, residents, and pediatric surgeons.

Qualifications, Knowledge and Skills

- Master's degree in Pediatric Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- Bachelor's degree in Medicine and Surgery (MChB) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- Registration Certificate by the Medical Practitioners & Dentist Council.
- Valid practicing license in Pediatric surgery from Medical Practitioners and Dentists Council
- Proficiency in Computer applications.
- Strong communication skills.

2. CONSULTANT OPHTHALMOLOGIST (RE-ADVERTISEMENT)

The Consultant Ophthalmologist will be responsible for the diagnosis, treatment and help prevent diseases and injuries of the eyes and related structures.

Key roles and Responsibilities

1. Manage Ophthalmic conditions by making accurate diagnosis and taking into account both the medical and psychological aspects of patient care.
2. Demonstrate ophthalmic surgical competency.
3. Work as part of multidisciplinary team that includes optometrist, orthoptists and nurses, as well as other specialties.
4. Model efficient and effective clinical services and act as a mentor for both eye clinic staff and ophthalmic mid-level staff.
5. Support and ensure the effective planning and implementation of clinical and outreach services.
6. Work with ophthalmic officers and other relevant local staff to develop and maintain effective identification, treatment and referral systems for eye care services.

7. Provide both clinical training and surgical training for surgeons, ophthalmic clinical officers and other relevant cadres of eye care providers as required.

Qualifications and Skills

- Bachelor's degree in Bachelor in Medicine and Surgery (MBChB)
- Master of Medicine in Ophthalmology from a recognized institution
- Registration with the Kenya Medical Practitioners and Dentist Council (KMPDC)
- Minimum 3 years' experience in a similar role (Post specialization)
- Must be God- fearing
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong communication skills.

3. PROJECT MANAGER – CARDIOTHORACIC CENTRE (CTC)

The Project Manager will support the Cardiothoracic Centre (CTC) Operations and Activations Committee in planning, executing, monitoring, controlling and closing out of the CTC operations and activation project to ensure that the building operates successful within the specified timelines.

Key Roles and Responsibilities

1. To ensure that all processes are aligned with Tenwek strategic plan, vision, mission and core values
2. Plan resources and activities required to be undertaken over the life cycle of the project.
3. Initiate project ideas from different organization areas (Medical, Nursing, Auxiliary, Finance, HR & Admin) customers, suppliers and competitors (benchmark).
4. Assist with Coordinating and communicating between Cardiothoracic Center Construction project team and the operations and activation committee.
5. Monitor project objectives to ensure cost, time and quality are adhered to.
6. Work with Cardiothoracic Center operations and Activation Committee to identify gaps and help provide solutions.
7. Assist in developing detailed, realistic, and timely plans that will support delivery of the project goals and objectives throughout the project period appreciating the unique context.
8. Facilitate adoption of proposed practices/ approaches/ models during the implementation of the project.
9. Ensure the project implementation focuses on the right beneficiaries as intended.
10. Manage stakeholders' expectations in terms of the support that they can provide and enhance accountability & transparency mechanisms.
11. Ensure that business processes, standards and guidelines related to Cardiothoracic Center & resilience initiatives are effectively applied in project implementation.
12. Ensure that the projected resources both financial and human are within the projected budget allocations for operations and activation.
13. Ensure timely and effective implementation of all project interventions as well as the successful achievement of proposed outcomes and intended impacts.
14. Support Cardiothoracic Center activation committee to set up robust systems that effectively serve the mission and vision of Tenwek
15. Work with Cardiothoracic Center implementation committee to ensure resources are delivered as per plan.
16. Monitor project interventions in strict adherence to Kenya government regulations and other agreed standards.
17. Use Gantt chart or PERT chart as needed
18. Ensure regular reports are prepared and submitted as needed.

19. Ensure the acceptable procurement processes are utilized and aligned with the Public Procurement Act.
20. Ensure budgetary utilization is within acceptable limits/range.
21. Ensure that the project achieves acceptable financial and operational audit results by implementing activities in accordance with established norm and policies
22. Assist with implementing robust activities monitoring indicators including a database for all activities and productivity parameters and timelines
23. Develop and regularly update a database for positions filled.
24. Perform any other duty assigned to you by the supervisor.

Qualifications, Knowledge and Skills

- Bachelor's Degree BA/BSc/HND preferably in Project planning & Management or Health Systems Management or a related field.
- Experience in Health Sector, preferred working with Cardiac centers
- At least five years' experience in the implementation of Health or related projects, at a similar level.
- At least 3 years of staff management experience.
- Experience in managing multi-year donor-funded programs.
- Strong computer skills especially with MS Project, MS Word and Excel and other related packages.

4. ADMINISTRATION OFFICER – CARDIOTHORACIC CENTRE (CTC)

Reporting to the Project Manager, the job holder will be responsible for providing efficient and effective administrative and coordination support to facilitate efficient completion of the CTC project and provision of medical care.

Key Roles and Responsibilities

1. Responsible for the daily operation of the CTC Project by ensuring that the staff, facilities, schedules and flow of work is optimally carried out
2. Promotes and maintains effective public relations with government, suppliers, community and individuals
3. Responsible for developing and directing the implementation of policies and programs in CTC
4. Upkeep of CTC infrastructure, equipment, assets, vehicles, legal documents and ensuring availability when required;
5. Prepare monthly, quarterly, and annual progress reports.
6. Oversees accurate and timely management CTC asset and inventory register;
7. Ensures that, there is full compliance with the existing statutory requirements/ regulations and that all the necessary licenses are obtained in time;
8. Resolve any conflicts that might arise from the CTC operations
9. Should stay up-to-date with healthcare regulations;
10. Any other duties that maybe allocated from time to time

Qualifications, Knowledge and Skills

- Bachelor's degree in Healthcare Management, Business Administration or any other relevant field with valid Kenyan practicing license where applicable.
- Working experience of at least four (4) years at managerial level in a busy, reputable organization with demonstrated outstanding professional competence and administrative ability in the management of projects in health-related services.

- Professional training on Monitoring and Evaluation or Project Management will be an added advantage.
- Proficiency in computer operations from a recognized institution.
- must be flexible, willing to perform assigned duties and work irregular hours under unpredictable conditions.

5. BIOMEDICAL ENGINEER – CARDIOTHORACIC CENTRE (CTC)

Reporting to the Projects Manager – CTC, the Biomedical Engineer will be support the planning, organizing and implementing all CTC medical equipment installation and maintenance activities in line with business objectives while ensuring that high standards of quality, cost, and safety are maintained.

Key Roles and Responsibilities

1. Ensuring all planned departmental activities are geared towards meeting growth and quality objectives.
2. Planning, developing and implementing Planned Preventative Maintenance (PPM) programmes for all medical equipment within the group and maintaining accurate, up to date maintenance, monthly reports on the same.
3. Develop and ensure implementation of medical equipment maintenance standard operating procedures and policies in accordance with the policies of the hospital and other quality standards.
4. Lead in providing technical advice in the procurement of relevant equipment, spare parts, and critical supplies as per the company needs.
5. Carry out routine training as required of the maintenance staff and users in order to ensure correct usage and maintenance of equipment.
6. Support inventory management of medical equipment.
7. Continuously monitor work on site to installation and support and ensure compliance with the signed contracts and the approved plans and standards. Promptly report breaches to contractors.
8. Ensure adequate coverage of hospitals through monthly work schedules (ROTA) and supervising maintenance operations and staff.
9. Prepare weekly progress reports for all visits, including instructions, amendments, labor force, quality, Health, and Safety.
10. Ensure compliance with the company’s health and safety requirements.
11. Preparing Medical Maintenance KPIs and reports including equipment availability, cost control, and adherence to ppm.
12. Team player, respect the hospital’s chain of command, and undertake any other duties as assigned by the supervisor in line with the job description.

Qualifications, Knowledge and Skills

- Recognized diploma in Bio-Medical Engineering or a degree in the same from a recognized institution.
- Membership in the Association of Medical Engineers of Kenya (AMEK)
- Minimum of 4 years of work experience.
- Experience in working and collaborating with communities, County Governments and Government Ministries.
- Excellent computer skills, including proficiency in MS Office, Microsoft outlook, excel, and Powerpoint.
- Strong communication and negotiation skills

6. REGISTERED CLINICAL OFFICER (RCO)

Registered Clinical Officer will provide clinical services mainly in the outpatient and inpatient as required.

Key roles and Responsibilities

1. Implementing Community Health Care activities in liaison with other health workers.
2. History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility.
3. Sensitizing patients and clients on preventive and promotive health.
4. Providing clinical outreach and school health services.
5. Coaching and mentoring students on attachment.
6. Carrying out surgical procedures as per training and skills.
7. Guiding and counselling patients, clients and staff on health issues.
8. Assessing, preparing and presenting medico-legal reports.
9. Leading and organizing health management teams and convening health management committee meetings at the Hospital.
10. Conducting ward rounds, reviewing and making appropriate referrals.
11. Offering specialized clinical services including and not limited to Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology.
12. Collecting and compiling clinical data, and any other task assigned by supervisor.

Qualifications, Knowledge and Skills

- Minimum period of three (3) years' experience
- Minimum of Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution.
- Certificate of Registration from the Clinical Officers' Council
- Valid Professional Practice License from the Clinical Officers' Council
- Certificate in computer applications; and
- Shown merit and ability as reflected in work performance and result

7. CHAPLAIN

Reporting to the Head Chaplain, the Chaplain holder of the position will glorify God by proving spiritual guidance and counselling for staff and patients.

Duties and Responsibilities

1. Witnessing to Patients and Relatives – bed to bed
2. Sharing in the preaching points in hospital
3. Spiritual Counseling for those with spiritual and social problems
4. Doing night Calls
5. Documenting in the patients' charts
6. Doing rounds with doctors
7. Sharing in the bereavement chapel
8. Helping in the hospice ministry

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree in theology from a recognized institution or another major pertinent to their line of work

- Minimum of three (3) years of relevant work experience
- A Diploma/Degree in Counseling Psychology will be an added advantage
- Must demonstrate ability to execute work assigned with minimum supervision
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask
- Must demonstrate professional expertise in the relevant work area
- Must have good communication and presentation skills
- Must have a mature and vibrant relationship with Jesus Christ and a love for people
- knowledge of bereavement and End of Life Care issues
- Ability to use a computer (Word, Databases and Spreadsheets)

8. PROGRAMS MANAGER

Reporting to the Director, Tenwek Hospital Community Health and Development (THCHD) Programs Manager is a key member of the Administrative Team and assumes a strategic role in the overall management of field program activities. The Programs Manager will have a day-to-day responsibility for coordinating all the project and program activities at THCHD and make a glowing testimony for Christ by making it a place where people see Him in everything done.

Key roles and Responsibilities

1. To witness by word, action and example of our Lord Jesus Christ.
2. Participate in the development and implementation of THCHD policies, goals, objectives and strategies.
3. Ensure timely formulation, planning, implementation and evaluation of appropriate of appropriate projects and Programmes.
4. Spearhead effective fundraising efforts for THCHD in collaboration with THCHD Director.
5. Compile according to the donor standards all reports – programme/project reports and forward to the Director for forward submission to the donors on time.
6. Develop and maintain as planned partnerships with communities.
7. Make and maintain quality and effective links with communities, partner organizations and other players in the sector and in the programme areas.
8. Organize regular meetings with target community partner organizations to plan and review activities.

Qualifications, Knowledge and Skills

- Minimum of a Bachelor's degree in Project Planning and management, Public Health/Environmental Health, Social Science or any other relevant qualification from a recognized and accredited university.
- Minimum of 5 years' experience with regard to designing, planning, implementation, supervising and reporting on integrated development projects, both at community level and facilities such as schools and health facilities.
- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands.
- Experience in in working and collaborating with communities, County Governments and Government Ministries.
- Work experience in eye health programs will be an added advantage.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong communication and negotiation skills.

9. MONITORING AND EVALUATION OFFICER (M&E)

Reporting to the Director, Tenwek Hospital Community Health and Development (THCHD), the M&E Officer will ensure effective management, monitoring and evaluation of programs and provide updates on implementation progress in projects implementation by Tenwek Hospital Community Health and Development (THCH&D) and make a glowing testimony for Christ by making it a place where people see Him in everything done.

Key roles and Responsibilities

1. Witness by word, action and example to our Lord Jesus Christ.
2. Monitor and Evaluate Tenwek Hospital Community Health and Development funded programmes and businesses projects.
3. Ensure consistency of approach using M&E tools developed (hardware, software, written guidelines) and provide feedback to Program Director for changes/improvements to strengthen programme and businesses implementation, as appropriate.
4. Ensure accurate and timely submission of data from the program manager to the Director.
5. Coordinate quarterly data collection and analysis of project and business programme activities and submit reports to programs director.
6. Support the design and implementation of baseline and other surveys according to the approved work plan.
7. Advise and update the programme manager and director on all aspects of monitoring and evaluation of programme/businesses projects.
8. Maintain constant checks and balances through consultation meetings with the program Manager in liaison with the Director.
9. Work closely with Project Manager to conduct regular project reviews, Mid Term Reviews and Final Evaluation of the programme/projects.

Qualifications, Knowledge and Skills

- University Degree preferably in Business Administration, Project Management, Monitoring and Evaluation or related field.
- At least 5 years of experience in project planning and performance measurement including data collection and analysis tools, indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Demonstrated experience in using M&E data for decision-making and policy influence an asset.
- Experience in using Statistical Software Packages for descriptive and inferential data analysis (e.g. SPSS, Epi Info,).
- Strong analytical skills for synthesis of materials, evaluations, and preparation of presentations/articles for publication.
- Strong training & facilitation skills, experience in County Support Supervision.
- Experience in in working and collaborating with communities, County Governments and Government Ministries.

10. WASH & AGRO-ECOLOGY SPECIALIST

Reporting to the Programs Manager, the Wash & Agro-Ecology Specialist will oversee programs under Water, Hygiene, Sanitation/Agro-Ecology, Households and Menstrual Hygiene Management in schools.

Key Roles and Responsibilities

1. Overseeing all WASH and Agro-ecology program activities
2. Supervise staff and provide spiritual leadership
3. Ensure that staff under his/her supervision generate target work plans that will help program realize set goals
4. Ensure that all staff have daily activity work schedule /time schedules
5. Ensure proper recording of all field activities.
6. Assist program manager in formulating project budget
7. Documenting and following up on important actions and decisions from department meetings
8. Regularly meet with program manager to update and plan
9. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project/activity.
10. Providing administrative support as needed.
11. Facilitate and promote teamwork
12. Make Requisitions and monitor project finance for planned activities.

Qualifications, Knowledge and Skills for the positions.

- Degree in Global Health, Public Health, General Agriculture, Development studies and Nutrition, Theology, Community Health Nursing, Social work.
- Minimum of 5 years' experience with regards to designing, planning, implementation, supervising and reporting on integrated development projects, both at community level and facilities such as schools and health facilities and households.
- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands.
- Experience in in working and collaborating with communities, County Governments and Government Ministries.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong communication and negotiation skills.

11. COMMUNITY CAPACITY BUILDING SPECIALIST

Reporting to the Programs Manager, the Community Capacity Building Specialist will oversee programs under Food Security & Nutrition Initiative, Church Mobilisation for Holistic Ministry, Peace and Threads of Hope.

Key Roles and Responsibilities

1. Overseeing all Food Security, Nutrition, peace, thread of hope and church mobilization program activities
2. Supervise staff and provide spiritual leadership
3. Ensure that staff under his/her supervision generate target work plans that will help program realize set goals
4. Ensure that all staff have daily activity work schedule /time schedules
5. Ensure proper recording of all field activities.
6. Assist program manager in formulating project budget
7. Documenting and following up on important actions and decisions from department meetings
8. Regularly meet with program manager to update and plan
9. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project/activity.
10. Providing administrative support as needed.

11. Facilitate and promote teamwork
12. Facilitate staff on development approaches
13. Make Requisitions and monitor project finance for planned activities.

Qualifications, Knowledge and Skills for the positions.

- Degree in Global Health, Public Health, General Agriculture, Development Studies, Nutrition and Theology.
- Minimum of 5 years’ experience with regards to designing, planning, implementation, supervising and reporting on integrated development projects, both at community level and facilities such as schools and health facilities and households.
- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands.
- Experience in working and collaborating with communities, County Governments and Government Ministries.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong communication and negotiation skills.

12. COMMUNITY HEALTH SPECIALIST

Reporting to the Programs Manager, the Community Health Specialist will oversee programs under HIV Prevention & Health – HIV testing services, Teen Mothers, Maternal Child Health, Rheumatic Heart Diseases, Pelvic Floor Disorder and Non-Communicable Diseases.

Key Roles and Responsibilities

1. Overseeing all HIV Prevention and Health - HIV testing services, Teen mothers program, Maternal Child Health, Rheumatic Heart Diseases program, Pelvic Floor Disorder and None Communicable diseases Programs
2. Supervise staff and provide spiritual leadership
3. Ensure that staff under his/her supervision generate target work plans that will help program realize set goals
4. Ensure that all staff have daily activity work schedule /time schedules
5. Ensure proper recording of all field activities.
6. Assist program manager in formulating project budget
7. Documenting and following up on important actions and decisions from department meetings
8. Regularly meet with program manager to update and plan
9. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project/activity.
10. Providing administrative support as needed.
11. Facilitate and promote team work
12. Facilitate staff on development approaches
13. Make Requisitions and monitor project finance for planned activities.
14. To do any other duty assigned

Qualifications, Knowledge and Skills for the positions.

- Degree in Global Health, Public Health, Development Studies, Nutrition or Theology.
- Minimum of 5 years’ experience with regards to designing, planning, implementation, supervising and reporting on integrated development projects, both at community level and facilities such as schools and health facilities and households.

- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands.
- Experience in working and collaborating with communities, County Governments and Government Ministries.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook
- Strong communication and negotiation skills.

13. GENERAL AGRICULTURE FIELD FACILITATOR

Purpose of the position

Reporting to the Community Capacity Building Specialist, the jobholder will work directly with farmer groups and help them discover practical sustainable agriculture concepts that will generate employment and enhance economic development in both rain fed and dry land farming for Gods glory.

Key roles and Responsibilities

1. Facilitate implementation of Food Security and Nutrition Program activities at the field/farm level—making sure activity timelines are met.
2. Participate in selection and recruitment of farmers to participate in improving their nutrition standards and health.
3. Provide training and support to farmers on crop and livestock production with emphasis on organic farming.
4. Facilitate farmers in farm records.
5. Organize and carry out agricultural field days for purpose of learning.
6. Develop marketing network for farmer groups.
7. Facilitate farmer groups to be certified on organic farming/farming Gods way and care of creation.
8. Be subject Matter Specialist offering backstopping services to field staff and farmers.
9. Carry out extension visits to the farmers and offer technical assistance.
10. Organize and facilitate on-farm demonstration.
11. Carry out monitoring and evaluation to ascertain the project is achieving her objectives.
12. Produce progress reports on regular basis as prescribed in the program agreement.
13. Train/expose farmers on agriculture value addition.

Qualifications, Knowledge and Skills

- Degree or Diploma in general Agriculture/Sustainable agriculture) from a recognized institution.
- Experience in community mobilization and working with farmer groups will be an added advantage.
- Strong written and verbal communications skills and demonstrable ability to deliver technical training.
- Excellent computer skills, including proficiency in MS Office and Microsoft Outlook.
- Strong communication skills.

14. COMMUNICATIONS FACILITATOR

Purpose of the position

Write, edit and publish information about Tenwek Community Health & Development for the purpose of talking/communicating to staff, participating/target communities and Donors.

Key roles and Responsibilities

1. Liaise with staff and management in developing and implementing a communication strategy based on Tenwek Hospital Community Health and Development target audience.
2. Write, edit and distribute information/publications/speeches that relate to all program activities.
3. Liaise with hospital communication department in updating Tenwek Hospital Community Health and Development information on website.
4. Coordinate promotional events and market Tenwek Hospital Community Health and Development
5. Carry out documentaries of all Tenwek Hospital Community Health and Development program outcomes.
6. Induct Tenwek Hospital Community Health and Development staff on communication/reporting skills.
7. Orient new staff and visitors on Tenwek Hospital Community Health and Development activities.
8. Excellent computer skills, including proficiency in MS Office and Microsoft Outlook

Qualifications, Knowledge and Skills

1. Diploma in mass communication, Journalism
2. Minimum of 4 years of experience preferably in community mobilization and public relations.
3. Excellent working knowledge of different communication tools including social media and other online tools.
4. Experience in developing comprehensive communication materials - newsletters, online campaigns, brochures
5. Excellent presenter, communicator, relationship builder, mediator and networker.
6. Pleasant, positive attitude and ability to interact well with the community

HOW TO APPLY

If you are interested in any of these challenging opportunities, send your application letter with a detailed CV and **Statement of Faith*** addressed to:

The Human Resources & Administration Director

Tenwek Hospital

P.O. Box 39 – 20400

BOMET

Applications should be sent directly through recruit@tenwekhosp.org by **30th November 2022** with the position being applied for as subject line.

Only shortlisted applicants will be contacted. We do not charge any fee for receiving your CV or for interviewing and all communications will be done through official line and email

NOTE: Hard Copy applications **will not be accepted**. Any form of canvassing will lead to **automatic disqualification**.

****What is a statement of faith?***

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.