



TENWEK HOSPITAL

GROW YOUR CAREER WITH US

1. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OFFICER

Job Summary: Reporting to Systems Administrator, the ICT Officer will ensure overall ICT support for Tenwek Hospital offices and supported sites on all ICT functions ensuring smooth, problem free and well-documented systems to ensure the goals of Tenwek Hospital strategic plan are in progress.

Key Responsibilities and Duties

1. Consistent and timely troubleshooting support provided to the College and personnel
2. Proactive assessment of user needs in terms of software and applications and installation of the same on computers for all relevant users
3. Maintain and troubleshoot all network and computer related issues
4. Integrate security, physical control solutions for all confidential data and systems
5. Monitor performance and manage parameters to provide fast responses to front-end users
6. Integrate and configure computer networking for best performance
7. Troubleshoot and repair of hardware, operating systems and applications
8. Monitor and maintain computer systems and networks
9. Identify security gaps and provide relevant solutions.
10. Test and evaluate all new technology including M&E systems e.g. database systems, websites etc.
11. Enhance the office IT system through appropriate upgrades and advise on changes or improvements required.
12. Help install and support of all ICT hardware and software; ensuring applications support including hardware/Software Installations
13. Receiving logs requests for support from users and respond to the requests in a logical and prioritised manner
14. Ensuring all work is carried out and documented in accordance with required standards, methods and procedures
15. Providing guidance and advice to staff on policy issues related to ICT equipment safety and maintain confidentiality and observe data protection guidelines of the organisation
16. Ensuring monitoring progress of requests for support and ensure users and other interested parties are kept informed
17. Carries out any other reasonable duties within the overall function commensurate with the level of responsibilities of the position
18. Carrying out general maintenance to hardware in regards to cleaning and ensuring smooth functionality
19. Ability to train other staff in ICT function to handle basic support matters
20. Assets management support and distribution accountability
21. Server support functions and minor AD functionality
22. Any other related duties assigned by your supervisor.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- A degree in Information Technology or Diploma in Information Technology with at least 3 Years relevant experience
- Proficiency in the use of ICT particularly in development of web-based solutions, maintenance of websites and working with databases.
- Excellent use of MS Office packages and office automation solutions
- Experience in the Windows Server and Linux Server Administration
- Experience in networking, software & hardware maintenance
- Demonstrable experience in the development and implementation of web and mobile based solutions
- Good organisation, interpersonal, negotiation and high level of computer skills, including excellent knowledge of Microsoft Office applications and ERP systems.

2. FINANCE AND ADMINISTRATIVE OFFICER

Tenwek Hospital College

Job Summary: The jobholder will prepare activity budgets, budget revisions, financial reports and provide administrative support to the College. S/he will be responsible for the financial and administrative management of the College activities and assists in the preparation of quarterly and annual work plans and progress reports for review and monitoring.

Key Responsibilities and Duties

1. Responsible for providing general financial and administrative support to the College;
2. Take own initiative and perform daily work in compliance with annual work schedules;
3. Support College management in performing budget cycle: planning, preparation, revisions, and budget execution;
4. Provide assistance to partner agencies involved in College activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with Hospital policies and procedures;
5. Monitor College expenditures, ensuring that no expenditure is incurred before it has been authorized;
6. Assist College team in drafting quarterly and yearly financial College progress reports;
7. Ensure that Hospital procurement rules are followed during procurement activities that are carried out by the College and maintain responsibility for the inventory of the College assets;
8. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external auditors in fulfilling their mission;
9. Ensure the College utilizes the available financial resources in an efficient and transparent manner;
10. Ensure that all College financial activities are carried out on schedule and within budget to achieve the College outputs;
11. Perform all other financial related duties, upon request
12. Assist the College Principals in preparation of sub-contracting agreements with partners and ensure their effective implementation and monitoring with regard to finances
13. Assist the College Principals in preparation of the College implementation review by providing financial data
14. Maintain day-to-day management of financial operations of the College in accordance with established rules, regulations and relevant manuals
15. Effect payments according to Hospital guidelines and procedures
16. Prepare accurate financial reports, including monthly, quarterly and annual financial reports
17. Presentation of information on the status of financial resources as required
18. Ensure College annual audit exercise are conducted and support the auditing team with all the necessary information and data.
19. Maintain a proper filing system and office administration
20. Any other related duties assigned by your supervisor.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- The applicant must hold a Bachelor's degree in finance, commerce, business administration.
- Finance and/or Accounting Certifications like CPA, ACCA is an added advantage.
- Post graduate training in Finance and Accounting is desirable.
- At least a minimum of four (4) years working experience in Finance and Administration
- Experience in accounting processes and procedures, and financial reporting;
- Skills in preparation of information on the status of financial resources as required;
- Ability to handle a large volume of work under time constraints;
- Ability to anticipate client needs and addresses them promptly;
- Proficient in software applications (Excel, Ms. Word among others).
- Ability to communicate effectively
- Good interpersonal skills
- Excellent verbal and writing communication skills.

3. SENIOR CATERING SERVICES OFFICER

Job Summary: Reporting to the Administrative Services Manager, the Senior Catering Services Officer shall be responsible for planning, administering and supervision of the catering operations. S/he will lead the development and implementation of strategic initiatives in Catering department, managing change while monitoring and communicating to management on progress and achievement.

Key Responsibilities and Duties

1. Identify and develop objectives for the catering services in the hospital.
2. Specify the responsibilities within the structure of the catering department.
3. Monitoring the quality of the product and service provided
4. Preparation of the specifications for the purchasing of all goods required
5. Planning menus in consultation with chefs
6. Responsible for manpower planning and performance Management of all catering staff
7. Coordinating catering processes and organize work plans/Rotas, including leave and daily duty schedules for service personnel.
8. Providing guidance to the Supervisors/Chefs in the management of catering staff.
9. Ensuring that health and safety regulations are strictly observed in compliance with government and other regulatory bodies
10. Upgrade and maintain strict hygiene and sanitation practices and levels.
11. Keeping abreast of trends and developments in the industry, such as menus or trends in consumer tastes.
12. Preparing and controlling the catering budget and meeting set financial targets and forecasts, while keeping financial and administrative records.
13. Prepare management reports in regard to cost, quality and any other relevant parameters.
14. Monitor procedures for audit and feedback of services.
15. Any other related duties assigned by your supervisor.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Degree in Hospitality Management from a recognized University
- Post graduate diploma/certificate in Food Science or Food & Beverage from a recognized institution will be an advantage
- Minimum of five (5) years relevant working experience in a supervisory role in the Hospitality industry or Health Care Setting
- 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

4. CLINICAL INSTRUCTOR – GENERAL NURSE, TENWEK HOSPITAL COLLEGE SCHOOL OF HEALTH SCIENCES

Job Summary: The jobholder will be responsible to giving direction to student nurses; teaching and supervising practical nursing procedures. S/he will evaluate a student's progress in the clinical areas of his/her work and ensure that students are becoming proficient in the procedures already taught to them.

Key Responsibilities and Duties

1. To know Procedures and required practices as laid down by the Nursing Procedure Manual Nursing Council of Kenya, Tenwek KRCHN curriculum, and student placement files.
2. To ensure the development of clinical nursing skills of students on the wards and demonstrate room in accordance with the Procedure Manual, placement requirements, and other theories taught.
3. To assist students in critical thinking.
4. To encourage students in proper record keeping and reporting.
5. To ensure that students know the diagnosis of their patients and the plan of care for each patient
6. To ensure students give Health Teaching as required
7. To assist in coaching students who are preparing for clinical and practical assessments.
8. To ensure that students are supervised when administering drugs.
9. To liase with the nurse incharge of a ward about available access, required students' experience and student concern/discipline.
10. To supervise and encourage students in the fulfillment of required learning experiences.
11. To appropriately document student performance.
12. To write a daily plan for working with students.
13. To attend staff evaluation of students.
14. To see that students are in proper uniform.
15. To participate in scheduled and called College meetings.
16. To maintain professional development.
17. To maintain spiritual growth and assist in the spiritual growth of students.
18. To assist in other areas and job assigned.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- A minimum of Higher National Diploma (HND) in Nursing
- Valid Practicing License
- Minimum working experience of 2 years

5. CLINICAL INSTRUCTOR – CLINICAL MEDICINE, TENWEK HOSPITAL COLLEGE SCHOOL OF HEALTH SCIENCES

Job Summary: The jobholder will be responsible to giving direction to Clinical Medicine students; teaching and supervising practical procedures. S/he will evaluate a student's progress in the clinical areas of his/her work and ensure that students are becoming proficient in the procedures already taught to them. The areas of specialty include Paediatrics, Medicine, Surgical, Reproductive Health and Community Health.

Key Responsibilities and Duties

1. To know procedures and required practices as laid down by Clinical Officers Council and Tenwek Hospital College of Health Sciences Clinical Medicine curriculum
2. To ensure development of the clinical skills of students on the wards and demonstration room in accordance to the curriculum, placement requirements and other theory taught.
3. Assist students working in the wards to be successful in completing assigned criteria during each placement.
4. To assist students in critical thinking
5. To encourage students in proper record keeping and reporting
6. To ensure that students know the diagnosis and management of their patients.
7. To assist in coaching students who are preparing for clinical and practical assessments
8. To ensure students are supervised when performing any procedure.
9. To liaise with the specialty in charge about available access, required students experience and student concern/discipline.
10. To appropriately document student's performance.
11. To write a daily plan for working with students.
12. To attend staff evaluation of students.
13. To see that students are in proper uniform.
14. Attend the college meetings as assigned e.g. lecturers' meeting, clinical instructor etc.
15. To maintain professional development.
16. Maintain spiritual growth and assist in spiritual growth of students.
17. Maintain communication with students.
18. Carry out responsibilities according to time scheduled.
19. Do all other duties as assign by Principal/Department Chair.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Higher Diploma in Specialization qualification.
- Must be Registered by the Clinical Officers Council and have a valid practicing license.
- A Christian whose Statement of is consistent with those of Africa Gospel Church.
- At least 2 years Clinical experience

6. CHAPLAIN- (RE-ADVERTISEMENT)

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

Key Responsibilities and Duties

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

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- 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)

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 15th November 2023 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.