



AGC TENWEK HOSPITAL

GROW YOUR CAREER WITH US

Established in 1937 and located at Bomet County, AGC Tenwek Hospital is a Ministry of the Africa Gospel Church Kenya. It's a 500+ Bed Capacity Teaching and Referral Hospital serving the vast South-West 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. We pride ourselves as the home of the state-of-the-art Cardiothoracic Centre (CTC), a beacon of hope and healing for patients with heart diseases in the Sub-Saharan Africa region.

To ensure efficiency and effectiveness in service delivery, 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. Director, Human Resources & Administration
2. Director, Fundraising & Development
3. Director, Strategy & Projects Management
4. Principal, School of Chaplaincy
5. Head of Marketing, Brand and Communications

1. DIRECTOR, HUMAN RESOURCES AND ADMINISTRATION

Role Summary:

Reporting to the Chief Executive Officer, the job holder will lead, manage, and coordinate the Human Resources and Administration functions in the Hospital and all its institutions – Cardiothoracic Centre (CTC), Hospital College and Hospital Community Health & Development.

Key Responsibilities

Responsible for all HR and Administrative Services strategy development and policy formulation and ensuring approved policies and procedures are implemented.

Strategic Alignment and Transformation

- Be a strategic business partner to the CEO and senior leadership to enable delivery of the hospital's vision and goals.
- Translate AGC Tenwek Hospital's strategic plans into a clear people strategy with defined cultural and organizational outcomes.

- Lead the people side of AGC Tenwek Hospital and all its institutions' transformation, including overall organizational structure, decentralization, and top team effectiveness.
- Support the implementation of the redesigned leadership structure.
- Redesign organizational structures and decision-making norms to reflect agility, accountability, and inclusivity.
- Serve as a catalyst for transformation across AGC Tenwek Hospital's leadership, helping build a culture of trust, empowerment, and Christian values.

Leadership and Culture

- Jointly with other members of the Hospital Management Team, oversee the implementation of the Board policies and directives regarding HR and Administrative Services.
- Provide leadership to the direct reports, including appropriate support to their personal development.
- Implement and embed AGC Tenwek Hospital's organization-wide culture strategy.
- Develop and implement a culture metrics framework and embed desired behaviours.
- Coach and empower senior leaders to model AGC Tenwek Hospital's values in ways that are both visible and impactful.
- Design leadership development programs that anchor a growth mindset and collaborative ethos.
- Be a steward of culture and psychological safety across the organization and the ecosystem that AGC Tenwek Hospital is building in the region.

Talent and Systems

- Build strong internal pipelines for leadership and technical roles through robust talent mapping and succession planning.
- Shape a forward-looking view of the external talent market and design bold, effective solutions for pipeline development
- Lead equitable and high-impact performance management, reward and recognition, and career development systems that balance empowerment with accountability
- Strengthen AGC Tenwek Hospital's employer brand in alignment with its purpose and people proposition, across markets.

People Experience and Engagement

- Champion employee experience across the lifecycle—onboarding, development, feedback, and growth.
- Oversee systems and rituals that support well-being, agility, and inclusion.
- Develop and track people-related KPIs that reflect both engagement and impact.

Compliance and Governance

- Ensure adherence to local and international employment law and lead on ethical standards.
- Launch a comprehensive compensation and benefits review.
- Maintain oversight of HR compliance and policy frameworks.

- Lead digital transformation of HR operations.

Administrative Services & Security

- Responsible for ensuring that the administrative arm of the Hospital is running efficiently and effectively.
- Oversee Maintenance department and provision of Engineering Services i.e. Biomedical services, Repair & Maintenance services, Mechanical & Electrical services, Plumbing and Sanitation, Power generation, Servicing of Hospital Equipment etc
- Oversee all Hospitality services in the Hospital, i.e. housekeeping and laundry, catering, managing visitors' admission procedures amongst other processes.
- Ensure compliance to all legal requirements e.g. NEMA and other regulatory bodies that deal with the Hospital.
- Responsible for provision of effective and efficient Security services across the Hospital and the entire Campus.
- Work closely and transparently with all external partners including third-party vendors and consultants where administration support is needed.
- Review and ensure compliance with all contracts entered by Tenwek Hospital.

Qualifications, Knowledge and Skills

- Master's degree in Business Administration (MBA) with a focus on Human Resource Management, Strategic Management/Strategy and Operations, Healthcare Administration, Business or related field.
- Bachelor's degree in Human Resource or equivalent from a recognized institution. A post graduate qualification in Human Resource Management is mandatory.
- At least ten years' experience as a Head of HR and Administration with at least 5 years overseeing HR, Engineering, Security, and general administrative functions at top management level.
- Must be a Practicing member of the Institute of Human Resource Management of good standing, preferably with a practicing certificate.
- Well versed with relevant legislations
- Ability to work on tight deadlines.
- Knowledge of professional standards in relevant areas
- Experience in supervising, coaching, and mentoring a team in a fast-paced environment.
- Good judgment and problem-solving skills
- Excellent communication and interpersonal skills
- A committed Christian

2. DIRECTOR, FUNDRAISING & DEVELOPMENT (*RE-ADVERTISEMENT*)

Job Summary:

Reporting directly to the Chief Executive Officer (CEO), the Fundraising & Development Director will provide the necessary vision, leadership, and fundraising skills which will enable the Hospital and all its institutions to achieve its fundraising targets and organisational development programme.

Main Responsibilities

Strategy and planning

- Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams
- In cooperation with the CEO, lead the development of any long-term strategy to achieve agreed long-term organisational goals
- Identify new potential income streams and produce strategies to access these funds

Financial Planning and Budget Management

- Produce cost-effective budgets to achieve action plans
- Develop and maintain income and expenditure tracking and evaluation systems
- Ensure the Fundraising & Development Department is kept within budget

Fundraising

- Manage an effective fundraising team that delivers fundraising income meeting set targets
- Oversee the management of grant and trust income programme and ensuring production of effective, high quality proposals and reports.
- Lead on development of new funding streams
- Develop and maintain effective supporter journeys for the development of relationships and retention

Senior Management

- Organisational strategic planning and development
- Income and expenditure budget planning and management
- Advise members of Management Team on the availability of funds and the viability of obtaining funds to support campaign initiatives
- Attending finance committee meetings to report and give advice on fundraising matters

Staff Management

- Agreeing objectives and work plans with the team
- Managing workload and performance through regular one-to-one line management discussions
- Plan and implement personal development programme for team members in all relevant skills
- Undertake annual performance reviews

Person Specification Essential Experience

- Demonstrable track record of Strategic Fundraising
- Successful, significant and relevant achievement at management level in a comparable national/international organisation.
- Experience of utilising the strength of an organisation brand for charity/business development
- Proven track record of meeting challenging income targets
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Experience of developing and implementing strategic and business plans
- Proven track record in fundraising that has directly resulted in increased income for an organisation
- Effective dissemination of information to large and diverse groups

Essential Skills and Knowledge

- Master's degree in Business Administration (MBA) with a focus on Strategic Management/Strategy and Operations, Healthcare Administration, Business, Public Health, Strategy, or related field.
- 10 years of experience as a senior leader overseeing fundraising in a non-profit
- Significant track record in developing genuine donor relationships over time and securing financial resources from a range of sources;
- Preferably, experience in building and engaging in strategic partnerships to access and expand funding and influence donors;
- A member of Kenya Association of Fundraising Professionals (KAFP)
- Experience establishing, overseeing, and growing an individual giving program and cultivating major individual donors;
- Experience activating fundraising databases and data-driven fundraising;
- Excellent writing skills and capacity to conceptualize, write and edit compelling proposals;
- Commitment to Tenwek Hospital's core values and strategic direction
- Ability to travel internationally as needed.

3. DIRECTOR, STRATEGY & PROJECTS MANAGEMENT

Job Summary:

Reporting to the CEO, the Director, Strategy & Projects Management is a senior executive leader accountable for advancing AGC Tenwek Hospital and all its institutions' strategic priorities through enterprise-wide strategy deployment, project portfolio leadership, and transformational initiatives. As a trusted advisor to the CEO and Management Team, the Director ensures alignment between vision and execution by driving high-impact projects, developing performance frameworks, and embedding a culture of results, innovation, and accountability.

This role is critical in ensuring AGC Tenwek Hospital and all its institutions remain focused, agile, and mission-aligned through a season of transformation and growth. The holder will serve as a steward of strategic intent, a driver of enterprise initiatives, and a catalyst for long-term impact.

Key Responsibilities

Strategy Definition

- Responsible for the definition of structure and execution of strategic initiatives through the development of work plans, gathering and generation of relevant data, driving analyses, and the development of actionable recommendations.
- Identify and develop strategic opportunities for the hospital with a view of diversifying the customer base and gaining an additional share of the market.
- Review the feasibility of new markets as well as their potential growth opportunities.
- Provide short and long-term strategic recommendations to the hospital's Board and Management that are meant to develop and capitalize business opportunities.

Strategic Planning & Execution

- Guide the implementation and evolution of AGC Tenwek Hospital's 2024–2028 Strategic Plan.
- Cascade strategic goals across departments and ensure alignment of initiatives with enterprise objectives.

- Lead annual strategy refresh and mid-cycle reviews to reflect environmental shifts and performance insights.
- Advise the CEO and Board on strategic priorities, risks, and progress.

Enterprise Project & Program Leadership

- Lead the design and implementation of a robust enterprise Project Management Office (PMO).
- Oversee the full lifecycle of strategic projects—from initiation to closure—with focus on benefits realization.
- Standardize project governance, methodologies (e.g., PMI), and tools for consistency and effectiveness.
- Provide oversight and advisory support for major hospital transformation and capital projects.

Strategic Performance Management

- Lead the deployment of the Balanced Scorecard (BSC) framework to measure and track progress toward strategic objectives.
- Partner with Decision Support and Finance to define, monitor, and report KPIs and performance trends.
- Facilitate regular strategy and performance reviews with senior leadership and the Board.

Change Enablement & Transformation

- Drive awareness and insightful analyses of the market and transaction trends as well as identify and explore any adjacencies to the hospital in order to ascertain risks and opportunities.
- Champion a structured approach to change using the ADKAR/PROSCI methodology.
- Serve as a key enabler of organizational transformation by fostering stakeholder alignment, communication, and capability development.
- Identify organizational readiness gaps and support leadership in managing transitions.

Collaboration

- Establish collaborative and trusting relationships with the hospital's key internal leaders and stakeholders in order to ensure that there is a free flow of ideas and information across the business, leading to suitable strategy formulation and overall business performance enhancement.
- Collaborate across the organization with top leadership, aiding in individualized strategy formulation for different projects and initiatives.

Innovation & Strategic Initiatives

- Drive cross-functional innovation projects that accelerate strategic impact.
- Lead or incubate enterprise-wide initiatives not housed under any one department.
- Foster a culture of continuous improvement, agility, and innovation in service delivery and strategy implementation.

Qualifications & Experience

- Master's degree in Business Administration (MBA) with a focus on Strategic Management/Strategy and Operations, Healthcare Administration, Business, Public Health, Strategy, or related field.
- Professional certification in Project Management (e.g., PMP, PRINCE2).
- Minimum 10 years of progressive leadership experience in healthcare, strategy, or enterprise project environments.

- Demonstrated success in leading complex projects, strategic planning, and transformation efforts.
- Knowledge of strategy execution frameworks (Balanced Scorecard), project management (PMI), and change management (ADKAR/PROSCI).

Key Competencies

- Strategic Thinking & Foresight
- Enterprise Project Leadership
- Change Management & Transformation
- Stakeholder Engagement & Communication
- Performance Monitoring & Decision Support
- Innovation & Continuous Improvement
- Leadership & Influence Without Authority

4. PRINCIPAL, SCHOOL OF CHAPLAINCY (RE-ADVERTISEMENT)

Job Purpose:

Reporting to AGC Tenwek Hospital CEO, the Principal of School of Chaplaincy will provide guidance and inspiring Christian leadership to all who work or study at the school.

The Tenwek Hospital College School of Chaplaincy was established in 1991 and is fully accredited by Technical and Vocational Education and Training Authority (TVETA). The Chaplaincy curriculum is examined by TVET Curriculum Development Assessment and Certification Council (TVET CDAAC). The School envisions developing other areas of specialty training in chaplaincy alongside other study levels to propel chaplaincy as an area of professional growth.

Duties and Responsibility:

Leadership & Strategy

- Lead the strategic planning processes within the framework set by the School of Chaplaincy Management Committee, under the authority of AGC Tenwek Hospital.
- Foster and maintain a clear vision for the future of the School of Chaplaincy that maintains a commitment to worldwide mission and the provision of continuous improvements.
- Effectively implement the strategic and operational plans agreed with the Management Committee, ensuring they are underpinned by the School's core values.
- Ensure that the vision, mission and strategic direction of the School is clear, understood and embraced by staff, students, key stakeholders, and the wider supporting community.
- Regularly evaluate and review the School's Strategic plan ensuring quality improvements are realized, new areas/innovations considered, and feedback is given to the Management Committee as appropriate at regular intervals.

Quality Standards & Processes

- Oversee the maintenance of high teaching standards and innovative methods of learning through appropriate personal involvement in teaching and effective leadership of the academic staff.
- Ensure the processes that determine the quality of curriculum development, teaching, learning and assessment are rigorous and provide a robust basis for improvement whilst meeting the requirements of accrediting agencies.
- Encourage academic staff to demonstrate the highest levels of teaching and spiritual mentoring for their students, developing appropriate modes of teaching and learning to suit the range of students whilst nurturing both educational excellence and spiritual development.

- Ensure staff are properly qualified, making provision for their training, development motivation, and support whilst empowering them to take responsibility for their work.
- Encourage all staff to play active role in the School's promotion and student recruitment.

Performance & Financial Management

- Ensure that all staff set appropriate goals, their respective performances are monitored, and progress reports are relayed accordingly.
- Promote the concept of faithful Christian stewardship and be accountable to the Management Committee and Tenwek Hospital Finance Department for the funds received by the School.
- Review and report to the Management Committee in conjunction with the School Accountant, on the School's financial state through timely and appropriate financial reports, including preparation of annual budget.
- Ensure that School assets are maintained in good condition, disposed where necessary and replaced when appropriate.

Communication & Marketing

- Communicate effectively with all stakeholders to build effective partnerships.
- Develop and implement robust and sustainable marketing approaches and channels to attract students to the various programs in the school.
- Ensure that the School complies with the required statutory and regulatory responsibilities, including appropriate oversight of student records.
- Coordinate graduation exercises.

Required Qualifications, Skills and Competencies

- Minimum of a master's degree in theology or related fields such as Education, Chaplaincy, Counselling, Leadership, Management, or Divinity.
- Possess a valid Trainer license with TVETA.
- Trained in Competency-Based Education and Training (CBET) and Competency-Based Assessment (CBA).
- Registered with TVET CDACC as an Assessor or Verifier.
- Trained in Pedagogy such as Teacher Training, PGDE etc.
- Experience in school administration, financial management and chaplaincy in an active ministry setting are an added advantage.
- Have experience of not less than 5 years of teaching in a college/institution.

5. HEAD OF MARKETING, BRAND AND COMMUNICATIONS

Reporting to the Chief Executive Officer, the Head of Marketing, Brand, and Communications will be responsible for overseeing all aspects of AGC Tenwek Hospital and all its institutions' marketing, public relations, social media, and community engagement strategies. This role will play a key role in amplifying AGC Tenwek Hospital's position as a leader in healthcare services while maintaining and enhancing its reputation of spiritual ministry and compassion in the community.

Duties & Responsibilities:

1. Marketing Strategy and Planning

- Develop and execute a comprehensive marketing strategy that aligns with the hospital's vision and business goals.

- Identify key marketing opportunities to attract new patients and increase engagement with existing ones.
- Oversee the planning and execution of multi-channel marketing campaigns, including digital, print, and outdoor advertising.

2. Brand Development and Management

- Lead brand positioning and development to strengthen the hospital's image as a trusted healthcare provider.
- Ensure consistent application of brand guidelines across all touchpoints, both online and offline.
- Continuously assess and improve brand perception and hospital reputation through various channels.

3. Digital Marketing and Social Media

- Develop and execute a robust digital marketing strategy, including social media, website content, SEO, and online advertising.
- Monitor trends in healthcare marketing and leverage emerging technologies to keep the hospital's digital presence regularly updated.
- Manage content creation and messaging to ensure that it resonates with target audiences.

4. Public Relations and Communications

- Develop and implement effective communication strategies to engage both internal and external audiences.
- Oversee media relations and manage crisis communications when necessary.
- Organize and execute events, press releases, and public announcements to promote hospital milestones, services, and achievements.

5. Internal Communications

- Foster positive relationships with staff and healthcare professionals to ensure consistent internal messaging.
- Ensure hospital staff are informed and engaged through internal newsletters, intranet updates, and staff meetings.

6. Community Engagement and Corporate Social Responsibility (CSR)

- Build and maintain relationships with key community organizations and healthcare influencers.
- Drive CSR initiatives and promote hospital involvement in health education, awareness programs, and outreach.

7. Market Research and Analytics

- Conduct market research to understand patient needs, industry trends, and competitor strategies.
- Use data-driven insights to measure the effectiveness of marketing initiatives and continuously optimize strategies.

8. Team Leadership and Development

- Lead and manage the public relations, marketing and communications teams, ensuring alignment with organizational goals.
- Provide mentorship and professional development opportunities for team members.
- Set performance goals, track KPIs, and ensure high standards of creativity and execution.

Qualifications, knowledge and skills

- Bachelor's or Master's degree in Marketing, Communications, Business Administration, or a related field.
- At least 8-10 years of experience in marketing, brand, and communications, with at least 5 years in a leadership role within the healthcare sector or a related industry.
- Proven experience in digital marketing, brand management, public relations, and content development.
- Strong leadership skills with the ability to motivate and lead a diverse team.
- A committed Christian
- Exceptional written and verbal communication skills.
- Strong understanding of healthcare industry trends and the ability to adapt marketing strategies accordingly.

Attributes

- Strategic thinking and problem-solving skills.
- Ability to manage multiple projects and prioritize effectively.
- In-depth knowledge of digital marketing platforms, social media, and SEO best practices.
- Strong interpersonal and relationship-building skills with external stakeholders.
- Analytical mindset with the ability to use data to drive decisions.
- Creative, forward-thinking, and able to manage innovation within marketing initiatives.
- Familiarity with healthcare regulations and ethical marketing practices

HOW TO APPLY:

Interested candidates who meet the above criteria should send their applications to ceo@tenwekhosp.org on or before **25 July 2025** enclosing:

- Resume, Cover Letter & Statement of Faith*

**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.