



KENYA MEDICAL TRAINING COLLEGE (KMTc)

KMTc is an ISO 9001:2015 Certified Institution

Certification Body: Kenya Bureau of Standards (KEBS)

EXTERNAL ADVERTISEMENT

The Kenya Medical Training College (KMTc) is a State Corporation established by an Act of Parliament, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector to serve the Kenyan interests, East Africa and beyond. The College has 74 Campuses strategically located in various parts of the country, with a student population of 46,997. The graduates of the College account for more than 85% of the mid-level work force in the health facilities in Kenya.

The KMTc Board of Directors seek to recruit competent, result oriented, knowledgeable, dynamic, visionary and experienced persons to fill the following vacant positions tenable at the Kenya Medical Training College Headquarters and its Campuses:

1. DEPUTY DIRECTOR (FINANCE, PLANNING AND ADMINISTRATION), JOB GRADE KMTc 2 (1 POST)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTc/QP-12/ EAF/1/ 2023

TENABLE: KMTc HEADQUARTERS, NAIROBI

(a) Job Summary

An officer at this level will be the head of finance and administration, and will be responsible to the Chief Executive Officer for controlling, coordinating, organizing, management and administration of all funds and assets of the College. The officer will be responsible for general administration and financial matters of the College. In addition, duties will include: initiation, development and implementation of administration policies of the College.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have: -

- (i) Bachelors degree in any of the following disciplines: - Nursing, Dentistry, Pharmacy, Public Health, Medical Engineering, Surgery and Medicine, or any other equivalent qualification from a recognized institution;
- (ii) Masters degree in any of the following disciplines: - Nursing, Dentistry, Pharmacy, Public Health, Medical Engineering, Surgery and Medicine, or any other equivalent qualification from a recognized institution;
- (iii) Twelve (12) years cumulative experience with five (5) years in a Management position;
- (iv) Certificate in a Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Applications from a recognized institution;
- (vi) Fulfilled the requirements in Chapter Six of the Constitution; and
- (vii) Relevant Membership from a recognized professional body.

Approved for Advertisement

Dr. Kelly Oluoch

CHIEF EXECUTIVE OFFICER

DATE: 12/05/23

2. CORPORATION SECRETARY, JOB GRADE KMTc 3 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTc/QP-12/ EAF/ 2/ 2023

TENABLE: KMTc HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:- providing guidance to the Board of Directors on their duties and responsibilities and on matters of governance; assisting the Board in carrying out induction and training, updating Board and Committees on charters, preparing and implementing Board work plans, conducting Board evaluation and governance audit; implementing the Code of Conduct and Ethics; ensuring timely preparation and circulation of Board and Committees papers and minutes; maintaining and updating the register of conflict of interest; ensuring Board Directors are aware of all relevant laws affecting the organization; facilitating effective communication between the organization and its stakeholders; ensuring prompt filing of annual returns; and supervising, guiding and appraising staff.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have: -

- (i) Proven experience in Corporation Secretary/Governance work or in a comparable and relevant position in the Public Service or in a reputable Private Sector Organization for a minimum period of ten (10) years with at least five (5) years' experience in a Management capacity;
- (ii) Bachelors degree in Law from a recognized institution;
- (iii) Masters degree in Law or any Social Sciences discipline from a recognized institution;
- (iv) Part III or CPS (K) final examination or equivalent qualification from a recognized institution;
- (v) Been registered as a Member of the Institute of Certified Public Secretary of Kenya (ICPSK);
- (vi) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in Computer Applications;
- (viii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (ix) Demonstrated competency and managerial ability as reflected in work performance and results.

Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER



DATE: 12/05/23

3. PRINCIPAL PLANNING OFFICER, KMTC GRADE 5 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/ 3/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will involve: project monitoring, evaluation and reporting; economic planning; production and compilation of statistical data; initiation of College planning policies, collection and presentation of statistical data in the form of survey reports and bulletins. In addition, the officer will be required to supervise staff working under him/her.

(b) Requirements for Appointments

For appointment to this level an officer must have: -

- (i) Served in the grade of Senior Economist/Senior Planning officer or in a comparable position in the Public Service or a reputable Private Sector Organization for a minimum period of six (6) years with at least three (3) years in supervisory level;
- (ii) Bachelors degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution/institution;
- (iii) Masters degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution
- (iv) Certificate in a Management Course lasting not less than four (4) weeks from a recognized
- (v) institution;
- (vi) Proficiency in Computer Applications;
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

The successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter 6 of the Constitution 2010: Certificates of clearance from Kenya Revenue Authority (KRA); Ethics and Anti-Corruption Commission (EACC); Higher Education Loans Board (HELB); Credit Reference Bureau (CRB) and valid Certificate of Good Conduct from Directorate of Criminal Investigation (DCI).

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CHIEF EXECUTIVE OFFICER



DATE: 12/05/23

Applicants whose background and competencies match the above specifications are invited to send their applications, quoting the Position and vacancy reference number and enclosing updated Curriculum Vitae, copies of academic and professional Certificates, copies of membership of Professional Registration (where applicable), National Identity card and day time telephone contact, to:

THE CHIEF EXECUTIVE OFFICER
KENYA MEDICAL TRAINING COLLEGE
PO BOX 30195 - 00100
NAIROBI.

So as to reach him not later than **Friday, 2nd June 2023.**

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard women, persons with disability and minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.



Quality Health Training towards realization of Vision 2030



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Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER

DATE: 12/5/23