



KENYA MEDICAL TRAINING COLLEGE (KMTTC)

KMTTC is an ISO 9001:2015 Certified Institution
Certification Body: Kenya Bureau of Standards (KEBS)

INTERNAL ADVERTISEMENT (RE-ADVERTISEMENT)

The Kenya Medical Training College (KMTTC) is a State Corporation established by an Act of Parliament in 1990, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector to serve the interests of East Africa and beyond. The College has 71 Campuses strategically located in various parts of the country. The graduates of the College account for more than 85% of mid-level work force in the health facilities in Kenya.

The KMTTC Board of Directors seeks to recruit competent, dynamic, visionary and experienced person from among Staff of the College to fill the following vacant positions tenable at various Campuses of the College:

1. DEPUTY DIRECTOR (FINANCE, PLANNING & ADMINISTRATION) - 1 POST
TERMS OF SERVICE: 5 YEAR CONTRACT (RENEWABLE)
REF. NO. KMTTC/QP- 12/ IAD/ 5519/ 2019
TENABLE: KMTTC HEADQUARTERS, NAIROBI

(a) Job Summary

An officer at this level will be the head of Finance, Planning 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.

Approved for Advertisement

Prof. Michael K. Kiptoo
CHIEF EXECUTIVE OFFICER

Date: 22/11/19

(b) Requirements for Appointments

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

- (i) Holds a degree in the relevant field from a recognized institution;
- (ii) Hold at least a master's degree in the relevant field from a recognized institution;
- (iii) Twelve (12) years cumulative experience with five (5) years in a management position;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Applications from a recognized institution;
- (vi) Fulfill the requirements of Chapter Six on leadership and integrity, Article 10 on national values and Article 232 on values and principles of Public Service of the Constitution; and
- (vii) Relevant Membership from a recognized professional body.

Applicants whose backgrounds and competencies match the specifications are invited to send their applications, quoting the vacancy position and enclosing updated curriculum Vitae, copies of Academic and professional Certificates, National Identity card and day time telephone contact, to:

THE CHIEF EXECUTIVE OFFICER
KENYA MEDICAL TRAINING COLLEGE
P O BOX 30195 - 00100
NAIROBI

So as to reach him not later than Friday 6th December, 2019.

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.

THIS IS AN INTERNAL ADVERTISEMENT AND ONLY SERVING EMPLOYEES, EITHER TEACHING OR NON TEACHING, MAY APPLY



Quality Health Training towards realization of Vision 2030

Kenya (KENYA VISION 2030)

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