

appointments; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; and undertaking other secretarial duties that may be assigned.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Personal Secretary I or any other relevant and comparable position for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

OR

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m),/Computerized Document Processing III;
- (b) Shorthand III (110 w.p.m.);
- (c) Business English III/Communication II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III.

OR

A Diploma / Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

18. SENIOR TELEPHONE SUPERVISOR, SCALE M11 (1 POST)

Ref. No. KMTC/QP- 12/ IAD/SS 9/2019

(a) **Job summary**

An officer at this level will be the overall in charge of the main switchboard and will report to the Chief Executive Officer. Duties and responsibilities will include: supervision of telephone operation work in the exchange; liaise with engineers on matters related to maintenance of telephone exchange; reconciling telephone utility bills for maintenance of accurate records; studying and collecting traffic data for determining adequacy of telephone facilities and staffing levels; coordinating the procurement and issuance of calling cards as per existing regulations; developing work plans for telephone operation services; and development and mentoring of staff.

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(b) **Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Supervisor I, or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors degree in Telecommunication Technology or equivalent qualification from a recognized institution;

OR

- A Diploma in telecommunication operation management or its equivalent qualification from a recognized institution;
- (iii) Attended an Advanced Supervisory management course or Instructor Training Course;
- (iv) Attended and passed an instructor's training course for telephone supervisors lasting not less than four (4) months from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Possess good oral and written communication skills in both English and Kiswahili; and
- (vii) Demonstrated merit and ability in the Management of telephone services.

19. **CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, SCALE M12 (2 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 10/2019

(a) **Job Summary**

Duties and responsibilities at this level will include: reviewing, up-dating, interpreting and implementing existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; initiation of policy review and updating of existing regulations; conducting market survey and research; preparing procurement plans. In addition, the officer will be involved in tender committee secretarial duties and implementation of policy decision.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution; and
A Diploma in Supply Chain management or its equivalent; and attended a Supervisory Skills Course from a recognized institution.
- (iii) Demonstrated a high administrative capability in the management procurement services.

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20. **SECURITY OFFICER II, SCALE M9 (1 POST)**

Ref. No. KMTC/QP- 12/ IAD/SS 11/2019

(a) **Job Summary**

An officer at this level will assist the Chief Security Officer in the management of security services in the College and will be responsible for security, discipline, training and development matters of the security staff; security inspections; detection and prevention of crimes; crowd control; detention of unauthorized persons and vehicles; designing security documents and related information; administration of emergency operations; and prevention and detection of crimes.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Security officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Diploma in any Social Science or in a security related course from a recognized institution;
- (iii) Undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- (iv) A certificate of Good Conduct from the Kenya Police;
- (v) A First Aid Certificate from St. John's Ambulance or its equivalent from a recognized Institution;
- (vi) Proven professional competence and ability for co-ordination, control and supervision of a large number of security staff; and
- (vii) Demonstrated merit and ability in work performance and results

21. **SENIOR SUPPORT STAFF SUPERVISOR, SCALE M8 (45 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 12/2019

(a) **Job Summary**

This will be the highest grade in the Support staff cadre. Duties at this level will involve: overall management and supervision of the support staff working in the institution; overall planning and implementation of effective support services; liaising with other heads of department/sections on matters pertaining to Support staff services and effective representation of the Support staff in management meetings.

(b) **Professional qualification and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Cleaning Supervisor I / Support Staff Supervisor I or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) Attended a Senior Supervisory Course; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

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22. **PRINCIPAL DRIVER, SCALE M11 (1 POST)**
Ref. No. KMTC/QP- 12/ IAD/SS 13/2019

(a) **Job Summary**

This will be the highest level for the drivers' cadre. Duties and responsibilities at this level will involve driving a motor-vehicle as authorized; carrying out minor mechanical repairs; recognizing and reporting abnormal operations of the vehicle; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Driver or in a comparable position for a minimum period of three (3) years;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) A refresher course for drivers lasting not less than one (1) week within every three (3) years from a recognized institution;
- (v) A valid Certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Defensive Driving Certificate from a recognized and valid driving institution; and
- (viii) Demonstrated merit and ability in driving and maintenance of vehicles.

23. **CHIEF DRIVER, SCALE M10 (2 POSTS)**
Ref. No. KMTC/QP- 12/ IAD/SS 14/2019

(a) **Job Summary**

Duties and responsibilities at this level will involve driving a motor-vehicle as authorized; carrying out minor mechanical repairs; recognizing and reporting abnormal operations of the vehicle; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Driver I or in a comparable position for a minimum period of three (3) years;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A valid Certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Defensive Driving Certificate from a recognized and valid driving institution; and
- (viii) Demonstrated merit and ability in driving and maintenance of vehicles.

24. **SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, SCALE M11 (1 POST)**
Ref. No. KMTC/QP- 12/ IAD/SS 15/2019

(a) **Job Summary**

Duties and responsibilities at this level will include: coding and testing computer programmes; performing technical and systems documentation tasks on database maintenance; developing a systematic coding system; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); design and programme specifications in direct liaison with users; development, implementation and maintenance of systems projects; supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards; designing, scheduling and managing training for users; carrying out programming and systems training for the officers; and assisting in feasibility studies.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Information Communication Technology Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution.

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution; and

A Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

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OR

- A Higher Diploma in Computer Science/ICT / Systems Administration or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

25. **PRINCIPAL INTERNAL AUDITOR, SCALE M13 (1 POST)**

Ref. No. KMTC/QP- 12/ IAD/SS 16/2019

(a) **Job summary**

Duties and responsibilities at this level will entail: management of audit reports and investigations; budget monitoring and evaluation; participating in planning, designing, development and operations of major computer based systems to determine whether adequate control systems are in place; and ensuring systems testing is performed at appropriate stages.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Internal Auditor or in a comparable position or relevant position for a minimum period of three (3) years;
- (ii) Be in possession of Bachelors of commerce degree (Accounting/ Finance) option and holds a post graduate Diploma in Auditing or its equivalent;

OR

Have served in the grade of Chief Internal Auditor for at least three (3) years and be in possession of CPA Part III or CIA Part IV;

OR

Have served in the grade of Chief Internal Auditor for at least five (5) years and be in possession of CPA Part II or CIA Part III;

- (iii) Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Have demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising financial and management audits as well as running an audit unit effectively.

26. **SENIOR INTERNAL AUDITOR, SCALE M11 (3 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 17/2019

(a) **Job summary**

Duties and responsibilities at this level will include: evaluation and implementation of audit reports; reviewing audit working papers; ensuring maintenance of high audit standards and overseeing adherence to plans, budgets and work schedules; ensuring compliance with existing regulations, instructions and procedures in financial and other operations; verifying and pre-auditing the College Accounts, Statement of assets and liabilities, fund accounts and annual audited statements;

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carrying out investigations and heading special audit tasks; and preparing annual audit reports/returns for the College.

(b) **Professional qualifications and experience**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Internal Auditor 1 for a minimum period of three (3) years;
- (ii) A Bachelor of Commerce (Accounting/Finance option) or equivalent qualification with CPA II or CIA III;

OR

Passed CPA III or Certified Internal Auditor (CIA) IV;

OR

Possession of CPA I/ Certified Internal Auditor (CIA) II or Diploma in Auditing;
and

- (iii) Demonstrated a high degree of competence and capabilities in conducting and supervising both financial and management audits.

27. CHIEF HOUSEKEEPER/CATERESS, SCALE M12 (1 POST)

Ref. No. KMTC/QP- 12/ IAD/SS 18/2019

(a) **Job Summary**

Duties and responsibilities at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; ensure compliance with occupational safety and health requirements; maintenance of nutritional standards in menus; ensuring environmental safety; infection control; and overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively. In addition, the officer will direct the daily operations of food and/or hostel services; ensuring general welfare of students and/or patrons; direct, control and train staff working under him/her.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Housekeeper/Cateress or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Home Economics or its equivalent from a recognized institution.

OR

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution; and attended a Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;

- (iii) Demonstrated outstanding administrative capability in managing housekeeping/catering services in a large institution.

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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:

**CHIEF EXECUTIVE OFFICER
KENYA MEDICAL TRAINING COLLEGE
P O BOX 30195- 001000
NAIROBI**

So as to reach him not later than **Monday 8th July 2019.**

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