



KENYA MEDICAL TRAINING COLLEGE (KMTC)

KMTC is an ISO 9001:2015 Certified Institution

VACANCY (INTERNAL ADVERTISEMENT)

The Kenya Medical Training College (KMTC) is a State Corporation established for the purpose of providing facilities for the college education under the Ministry of Health. The College has grown to become a premier middle level training institution for medical training with over a population of 34,000 students, in its 68 constituent campuses spread throughout the country. The graduates of the College account for more than 80% of the work force in the health facilities in Kenya.

Applications are invited from suitably qualified candidates from among serving KMTC fulltime lecturers for the following position tenable at the Kenya Medical Training College, Headquarters, Nairobi, as follows:

- 1) **DEPUTY DIRECTOR (FINANCE AND ADMINISTRATION), SCALE KMTC 2 (1 POST)**
REF NO. KMTC/QP-12/ IAD /AS 10 /2019
TERMS OF SERVICE: Three (3) years contract

(a) Job Summary

- (i) Report to the Chief Executive Officer
- (ii) Overall management, coordination and reporting of Finance and Administration matters.
- (iii) Account and manage funds and assets of the College;
- (iv) Preparation and coordination of College plans and strategies.
- (v) Initiate, develop and implement administrative policies of the College;
- (vi) Determine, allocate and prudently manage the utilization of physical and financial resources;
- (vii) Implement and coordinate Human Resource Management matters in the College.
- (viii) Coordinate the response to parliamentary issues.
- (ix) Coordinate and implement audit issues.
- (x) Preparation and coordination of the College Budget

Approved for circulations

Prof. Michael K Kiptoo
CHIEF EXECUTIVE OFFICER

Signature:
 Date: 31.9.2019

- (xi) Coordinate and develop resources mobilization strategies.
- (xii) Coordinate performance management including performance contracts related to human resources, financial and other administrative matters of the College

(b) Professional Qualifications and Experience

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Lecturer, Scale KMTC 5 for at least three (3) years;
- (ii) Bachelors Degree in Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iv) Have attended a Management Course;
- (v) Been registered by the relevant professional body where applicable;
- (vi) Have published at least two (2) publications in a peer research/review journals.

Applicants who meet the requirements may apply, quoting the vacancy and reference number, enclosing updated Curriculum Vitae, copies of academic and professional Certificates, and a daytime telephone by **Tuesday, 17th September 2019** to:

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

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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CHIEF EXECUTIVE OFFICER

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