



KENYA MEDICAL TRAINING COLLEGE (KMTC)
KMTC is an ISO 9001:2015 Certified Institution
Certification Body: Kenya Bureau of Standards (KEBS)

VACANCIES

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 a population of over 39,000 students, in its 68 constituent campuses spread throughout the country. The graduates of the College account for more than 85% of the work force in the health facilities in Kenya.

The KMTC Board of Directors seeks to recruit competent, dynamic, visionary and experienced persons to fill the following vacant positions tenable at various Campuses of the College:

1. PLANNING MANAGER, SCALE KMTC 3 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP- 12/ EAF/ 24 / 2019

TENABLE: KMTC HEADQUARTERS NAIROBI

Re-advertisement

a) Job Summary

The Planning Manager will be responsible to Deputy Director (Finance and Administration) for the general direction of the economic planning function and production of statistical data at the College; implementing and appraising College projects preparation of institutional development plans, strategies, policies and programmes; collection, collation, analysis and presentation of statistical data in the form of survey reports and bulletins; direction, control and coordination of planning activities within the College; and coordination of staff development and training activities within the unit.

b) Requirements for Appointments

For appointment to this level an officer must have:

- (i) Served at the level of Deputy Planning Manager or in a comparable position in the Public Service or a reputable Private Sector organization for at least ten (10) years with at least five (5) years experience in a management capacity;
- (ii) Bachelors degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iii) Masters degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iv) Leadership course lasting not less than four weeks from a recognised institution;
- (v) Proficiency in computer applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution;
- (vii) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

2. RISK OFFICER, SCALE KMTC 8 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP- 12/ EAF/ 25 / 2019

TENABLE: KMTC HEADQUARTERS NAIROBI

a) Job Summary

Duties at this level will include: Preparing annual risk management plan for the College;

development and updating of Risk Register for the College; performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events; be responsible for risk evaluation; monitoring timely reporting of risk incidents and analyzing trends for reporting; preparing risk reports and recommendations to management and the Board of Directors; monitor implementation of internal controls and their effectiveness; identifying key risk indicators within the organization and monitoring progress against action plans; performing any other duties that may be assigned from time to time.

b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) At least three (3) years relevant experience in the Public Service or a reputable Private Sector organization.
- (ii) A Bachelor's degree in any of the following disciplines; Finance, Economics, Accounting Business Administration Actuarial Science or risk management, Statistics
- (iii) Be a member of a relevant professional body.
- (iv) Be proficient in computer packages.

3. DEPUTY CORPORATE COMMUNICATIONS MANAGER, SCALE KMTC 4 (1 POST)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP- 12/ EAF/ 26 / 2019
TENABLE: KMTC HEADQUARTERS NAIROBI

a) Job Summary

An officer at this level will deputize the Corporate Communications Manager. Specific duties and responsibilities will include: initiating and developing appropriate communication strategies; preparations of publication materials; maintaining media database; and preparation of annual plans and budgets.

b) Professional qualifications and experience

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Corporate Communications Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelors Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Have a clear understanding and working of the media;
- (iv) Possess advanced computer application skills;
- (v) Possess good oral and written communication skills in both English and Kiswahili; and
- (vi) Have demonstrated professional and managerial competence in information work as reflected in work performance and results.

4. LECTURER II (COMMUNITY DEVELOPMENT), SCALE KMTC 8 (4 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP- 12/ EAF/ 27 / 2019
TENABLE: MTCs MANDERA, WAJIR AND MANZA.

a) Job Summary

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the College; assisting senior lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in any of the following fields: Clinical Medicine Nursing, Public Health, Nutrition and Dietetics, or any other relevant field from a recognized Institution;

OR

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Public Health or any other relevant field from a recognized Institution; and

- a) Practiced in their relevant field for a minimum period of six (6) years; and
- b) Shown merit and ability as reflected in work performance and results.

- (ii) Been Registered by the relevant professional body where applicable.

5. LECTURER II(ORTHOPAEDIC & TRAUMA MEDICINE) , SCALE KMTC 8 (1 POST)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP- 12/ EAF/ 28 / 2019
Re-advertisement

a) Job Summary

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the College; assisting senior lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) A Bachelors Degree in any of the following fields: Clinical Medicine and Surgery or Nursing (Orthopedic) from a recognized Institution;

OR

A Higher Diploma in any of the following health disciplines: - Clinical Medicine and Surgery (Orthopedic) or Medical Education with Diploma in Orthopedic &Trauma Medicine from a recognized Institution; and

- a) Practiced in their relevant field for a minimum period of six (6) years; and
- b) Shown merit and ability as reflected in work performance and results.

- (ii) Been Registered by the relevant professional body where applicable.

6. LECTURER II (NUTRITION) SCALE KMTC 8 (3 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP- 12/ EAF/ 29 / 2019

a) Job Summary

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the College; assisting senior lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in any of the following fields: Nutrition and Dietetics from a recognized Institution;
 - (ii) Been Registered by the relevant professional body where applicable.
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In addition, applicants for all the above positions will be required to submit copies of membership of Professional Registration (where applicable); Certificates of clearance from Kenya Revenue Authority (KRA); Ethics and Anticorruption Commission (EACC); Higher Education Loans Board (HELB); Credit Reference Bureau (CRB) and a Certificate of Good Conduct from Directorate of Criminal Investigation (DCI).

Applicants whose backgrounds and competencies match the specifications are invited to send their applications, quoting the vacancy position and enclosing update 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, 4th October 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.



Quality Health Training towards realization of Vision 2030

