



OASIS HEALTH
SPECIALITY HOSPITAL

Oasis Healthcare Group Limited is Kenya's first and largest countrywide fully-integrated private healthcare system, registered in October 2015 and born out of the Oasis Group Practice model of health services provision to harmonize the various companies & facilities existing across the country under the Oasis umbrella. We currently have facilities in the following counties: Kisii, Nyamira, Migori, Homa Bay, Siaya, Uasin-Gishu, Kitui, Nairobi, Kakamega, Bungoma, Busia and Kajiado.

We are currently looking for a qualified and dedicated candidate to fill the following position;

JOB TITLE: HOSPITAL ADMINISTRATOR

LOCATION: KITUI

Job Summary:

The Hospital Administrator will be responsible for overseeing and managing the daily operations and administrative functions of the hospital. The successful candidate will work closely with department heads, medical staff, and other key stakeholders to achieve the hospital's mission and strategic goals.

Key Responsibilities

1. Provide strong and effective leadership to the administrative team, fostering a positive and collaborative work environment.
2. Develop and implement policies and procedures to enhance the hospital's operational efficiency and effectiveness.
3. Develop and manage the hospital's annual budget, ensuring responsible financial stewardship.
4. Monitor financial performance, identify opportunities for cost containment, and optimize revenue streams.
5. Collaborate with the finance department to ensure accurate financial reporting.
6. Lead the recruitment, development, and performance management of administrative staff.
7. Ensure that staffing levels are appropriate and that staff receive necessary support to excel.
8. Ensure the hospital complies with all national, and county regulations, as well as accrediting bodies' standards.
9. Stay up-to-date with changes in healthcare regulations and implement necessary adjustments.

10. Promote a culture of patient-centered care and continuous improvement in service delivery.
11. Collaborate with the medical staff and clinical teams to maintain and enhance patient safety and clinical quality standards.
12. Oversee the maintenance and development of hospital facilities, ensuring they are safe, clean, and well-maintained.
13. Identify growth opportunities, partnerships, and service expansion initiatives.
14. Plan for future infrastructure needs and expansion projects as required.

Qualifications

1. A Bachelor's degree in healthcare administration/management, business administration, or a related field is preferred.
2. Minimum of 2 years of management experience preferably in healthcare administration.
3. Strong leadership, communication, and problem-solving skills.
4. Ability to work collaboratively and build effective relationships with diverse stakeholders.

Application Instructions

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to hr@oasishealthcaregroup.com on or before 15th **November, 2023**.
2. The email subject line **MUST** include title and Location of the position being applied for e.g., "HOSPITAL ADMINISTRATOR-KITUI"