



Katito Medical Centre (KMC) is seeking to recruit qualified, dedicated and competent individuals to fill the following vacant positions within the newly established hospital in Mbita Town, Kenya: -

- |                                  |                        |
|----------------------------------|------------------------|
| 1. Procurement Officer           | - KMC/HRD/PO/4/2023    |
| 2. Stores Officer                | - KMC/HRD/SO/4/2023    |
| 3. Accountant                    | - KMC/HRD/AC/4/2023    |
| 4. Cashier                       | - KMC/HRD/CAS/4/2023   |
| 5. Health Administrative Officer | - KMC/HRD/HAO/4/2023   |
| 6. Human Resource Officer        | - KMC/HRD/HRO/4/2023   |
| 7. ICT & Marketing Officer       | - KMC/HRD/ICTMO/4/2023 |

.....**START**.....

**A.**  
**POSITION: PROCUREMENT OFFICER**  
**REF NO: KMC/HRD/PROCA/4/2023 (1 POSITION)**  
**STATION: MBITA TOWN**

Role of Purpose

The incumbent will among others be responsible for provision of accurate and timely assistance in administration of the procurement process, in compliance with the Procurement Act and Regulations but not limited to: –

Duties and Responsibilities

- Ensure efficient and cost-effective sourcing and delivery of materials, services and/or equipment to user departments;
- Develop and implement sourcing strategies for spend management, supplier development and management, category buying, contracts, vendor managed inventory and rating processes amongst others;
- Lead supplier pre-qualification, selection and development processes, quotation and tender processes in a timely and transparent manner;
- Provide support and guidance to user departments in the development of specifications;
- Contribute to lead-time reduction and demand management initiatives so as to optimize inventory levels;
- Ensure proper recording and custody of all procurement documents and inventory;
- Safeguard and manage procurement records and filing;
- Ensure proper inventory of procured assets and boarded stores due for disposal and preparation of the reports;
- Document all damaged and sub-standard goods delivered by suppliers;
- Update internal databases with order details (dates, vendors, quantities, discounts);
- Assist in Conducting market research to identify pricing trends;
- Assist in evaluating offers from vendors and negotiate better prices
- Ensure cost-effectiveness, quality and timely procurement and delivery of all supplies services.
- Manage development and preparation of contracts and ensure all contracts renewals reviews are done on time;
- Prepare appropriate financial, inventory and other reports; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

Qualifications

- Diploma in Purchasing and Supply Chain Management / Business Management from a recognized Institution or Bachelor's Degree in Commerce, Economics, Supply Chain Management or any other related field from a recognized institution;
- Member of Kenya Institute of Supply Management;
- At least 2 years post-graduation experience in carrying out related functions; preferably health facility;
- Experience in warehousing and inventory management.
- Thorough understanding of procurement laws and procedures.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge and effective application of all procurement and relevant hospital policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks
- Highly analytical and excellent negotiation skills
- Good interpersonal and communication skills
- High level of integrity
- Knowledge of supply chain management in multi user/network environment, procurement and logistics management
- Accountability
- Excellent organizational skills, ability to prioritize, and comfortable working independently;
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation;
- Must be committed to providing outstanding services and demonstrate strong interpersonal skills;
- Evidence in Computer Proficiency and able to operate general office equipment;
- Strong attention to detail, ability to effectively work in a team environment and proactively work to achieve set objectives.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

## **B.**

### **POSITION: STORE OFFICER**

**REF NO: KMC/HRD/SO/4/2023 (1 POSITION)**

**STATION: MBITA TOWN**

#### Role of Purpose

Reporting to the Procurement Officer; the incumbent will among others be responsible for coordinating the daily operations of the hospital's store including inventory control and management in line with established procedures but not limited to: –

#### Duties and Responsibilities

- Ensure timely processing of documents, stock, ordering, receiving, issuing and variance reconciliation;
- Coordinate all stores operations including ordering, receiving, storage, issuing and record management.
- Facilitate timely stock ordering and follow ups for replenishment.
- Ensure the store has adequate space to accommodate all items coming on a daily basis for efficiency in operations;
- Maintain accurate records and tracking of all stock items through the delivery notes, stock requests and issue reports by processing all issues and receipts on daily basis.
- Prepare reports in a timely manner in order to give account of stocks and determine the necessary actions;
- Ensure security of all materials stored in the store and enforce access control to store from non- store staff;
- Ensure accurate and thorough physical counting of stocks during stock taking and speedy variance explanation;
- Implement best practice stocks ordering, storage processes and eliminate expiries/obsolesce/damage in storage.
- Receive items from suppliers in collaboration with the joint receiving team;

- Undertake inventory controls by ensuring all stocks received from other stores or suppliers are accounted for and reconciled in a timely manner;
- Carry out filing and archiving of hospital documentation related to store management; and
- Conduct effective demand and supply analysis in a timely manner;
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

### **Qualifications**

- Diploma in Purchasing and Supply Chain Management / Business Management from a recognized Institution or Bachelor's Degree in Commerce, Economics, Supply Chain Management or any other related field from a recognized institution;
- Member of Kenya Institute of Supply Management;
- At least 2 years post-graduation experience in carrying out related functions; preferably health facility;
- Experience in warehousing and inventory management.
- Thorough understanding of procurement laws and procedures.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge and effective application of all procurement and relevant hospital policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks
- Highly analytical and excellent negotiation skills
- Good interpersonal and communication skills
- High level of integrity
- Accountability
- Excellent organizational skills, ability to prioritize, and comfortable working independently;
- Must be committed to providing outstanding services and demonstrate strong interpersonal skills;
- Evidence in Computer Proficiency and able to operate general office equipment;
- Strong attention to detail, ability to effectively work in a team environment and proactively work to achieve set objectives.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

### **C.**

#### **POSITION: ACCOUNTANT**

**REF NO: KMC/HRD/AC/4/2023 (1 POSITION)**

**STATION: MBITA TOWN**

### **Role of Purpose**

Prepares asset, liability and capital account entries by compiling and analyzing account information, summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports. Substantiates financial transactions by accounts documents.

### **Duties and Responsibilities**

- Maintain books of original entry;
- Entering primary data and carrying out routine accounting work;
- Prepare financial requests;
- Receives cash/ cheque payments;
- Make authorization of petty cash payments;
- Maintenance of efficient filing systems.
- Ensure safe custody of accountable documents and other accounting records;
- Preparing and analyzing accounting records and financial reports to ensure conformance to reporting and procedural standards;
- Preparing and compiling financial reports;
- Carrying out bank reconciliation;

- Collation of financial estimates;
- Preparing bank reconciliation process;
- Establishing tables of accounts, and assigning entries to proper accounts;
- Preparing and verifying payment vouchers, petty cash vouchers and suppliers' invoices in accordance with the laid down rules and regulations;
- Balancing of cashbooks, imprest and advance ledgers;
- Perform any other duties as may be assigned by the departmental heads/management from time to time.

### Qualifications

- Diploma or Degree in Commerce, Business Management, Business Administration (Accounting or Finance option), Economics, Finance or other business-related fields from a recognized institution.
- Partial accounting qualification, i.e. CPA Part II or ACCA 2.
- Proficiency in computer applications.
- Shown merit and ability as reflected in work performance and results.
- At least 2 (two) years of relevant work experience in a healthcare environment/ facility.
- Interpersonal skills.
- Decision-making and problem-solving skills.
- Target setting.
- Planning and organizing the job.
- High standards of professional ethics.
- Administrative and supervisory skills.
- Responsive, prompt and effective provision of services.
- Influencing persuasion and negotiation
- Team player.
- Proactive
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

### **D.**

#### **POSITION: CASHIER**

**REF NO: KMC/HRD/CAS/4/2023 (2 POSITIONS)**

**STATION: MBITA TOWN**

### Role of Purpose

The incumbent will efficiently and effectively handle cash and credit payments, issue receipts, ensure invoices are duly signed, account for all payments in the respective shift and perform clerical duties.

Reporting to the Hospital Accountant.

### Duties and Responsibilities

- Warmly receive and ably guide patients in relation to hospital's services, charges and general enquiries.
- Satisfactorily handle cash sales and process payments in form of cash, debit cards and M-pesa.
- Perform billing, receive cash and issue receipts for payments received from outpatient clients.
- Efficiently process insurance, NHIF and other corporate clients in keeping with existing billing guidelines and pricing policy. Knowledge of medical insurance cards and processes
- Good understanding of Katito Medical Centre services and attendant charges.
- In liaison with billing office, inpatient department and pharmacy, confirm bills, receive payments, issue receipts/invoice and provide discharge slips to inpatients during discharge.
- Adhere to cash management procedures including confirmation of opening/closing cash balances, confirming payments received from clients, issuing correct change where necessary, observing cash holding limits, maintaining adequate change denomination, reconciling and keeping safe custody of cash at hand.

- Accurately post all transactions in a Medical ERP system and maintain receipts and other supporting documents.
- Prepare and seek proper authorization and post credit sales, cash refunds and discounts, backed by relevant documentation.
- Prepare accurate sales summary and other daily reports for daily handing over process.
- Perform proper hand over process and maintain suitable end-to-end tracking of issues pertaining to cash office operations.
- Ensure proper use of equipment and report any repairs and maintenance requirements.
- Maintain adequate levels of stationery and other supplies used in the cash office.
- Carry out banking of daily cash collections in a timely manner
- File and update all finance related documents to maintain accurate records
- Activate accounts for corporate patients and ensure there is a duly signed claim form where applicable
- Perform any other duties as may be assigned by the departmental heads/management from time to time.

### Qualifications

- Kenya Accounting Technician Certificate (KATC) II or its equivalent from a recognized institution or,;
- Part I of the Certified Public Accountants (CPA) Examination or its equivalent from a recognized institution or,;
- Part II of the Certified Public Accountants (CPA) Examination or its equivalent from a recognized institution or,;
- Diploma in Business Administration or equivalent from a recognized institution
- At least 2 years' experience in a busy cash office
- Must be proficient in use of computers
- Be of high integrity, professional and amiable.
- Experience in cash handling
- Capacity to listen, understand and learn quickly in diverse areas within Finance and the hospital at large
- Excellent communication, interpersonal relations and people handling skills
- Computer knowledge in Word and Excel
- Knowledge and experience working with Hospital Management Information Systems HMIS / ERPs will be an added advantage
- Up to date with happenings in health sector
- Certificate of good conduct

### **E.**

**POSITION: HEALTH ADMINISTRATIVE OFFICER**

**REF NO: KMC/HRD/HAO/4/2023 (1 POSITION)**

**STATION: MBITA TOWN**

### Role of Purpose

Reporting to the Hospital Director, the job holder is responsible for providing efficient and effective administrative support to facilitate efficient provision of medical care in the Hospital.

### Duties and Responsibilities

- Formulate, implement and review of administrative policies, procedures, strategies and guidelines;
- Ensure maintenance of workplace environment and mobilization of resources towards achievement of strategic objectives;
- Prepare monthly and other periodic reports;
- Ensure general cleanliness and safety of stations and workplace;
- Manage office services and administrative staff;
- Provide administrative support to all departments within the Hospital;
- Ensure prudent utilization of resources for maximized output;

- Coordinate and prepare departmental/sectional budgets and procurement plans;
- Coordinate transport and logistics;
- Control and monitor location and movement of equipment;
- Ensure effective, efficient, allocation and utilization of office space and resources;
- Monitor departmental income and expenditure;
- Coordinate maintenance of buildings and equipment;
- Coordinate interdepartmental activities;
- Manage contracts for maintenance services by outside vendors and ensuring compliance with Service Level Agreements (SLAs);
- Prepare Annual Operational Plans and budgets for presentation to the management;
- Ensure quality standards and procedures are followed;
- Implement performance management and capacity building initiatives in the department;
- Ensure safe custody and efficient use of hospital resources and assets;
- Promote the Hospital Occupational Health and Safety initiatives;
- Providing secretariat services to Hospital Committees;
- Negotiating and setting performance targets for the staff reporting directly;
- Ensuring security & safety of patients and staff;
- Participating in policy formulations and implementation;
- Ensuring timely payment of bills for common services;
- Coordinating common services in the Hospital;
- Ensuring timely procurement of the departmental requirements;
- Making requisitions for appropriate office furniture and equipment;
- Performing any other duties that may be assigned from time to time depending on the need and urgency.

#### **Qualifications**

- Diploma or Degree from a recognized institution in any of the following Social Sciences: Public Administration, Business Management/Administration or its equivalent qualification from a recognized institution.
- Registered with a relevant professional body.
- Leadership/management course lasting not less than six (6) or four (4) weeks.
- Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- Served as Administrative Officer for a minimum period of two (2) years or in a comparable position.
- Demonstrated high degree of professional Competencies and administrative capability
- Policy, strategic implementation and Risk management
- Decision-making and problem-solving skills.
- Empowering/ delegating.
- High standards of professional ethics.
- Managerial, administrative and Supervisory Skills.
- Coping with pressure and setbacks.
- Project planning and management.
- Proficiency in computer applications.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Good time management and Team player
- Certificate of good conduct

#### **F.**

**POSITION: HUMAN RESOURCE OFFICER**

**REF NO: KMC/HRD/HRO/4/2023 (1 POSITIONS)**

**STATION: MBITA TOWN**

#### **Role of Purpose**

The successful candidate will be responsible for providing real time human resources support in the assigned division/business unit including recruitment, day to day HR administration, learning and development and employee separation matters in line with established HR policies and procedures.

### **Duties and Responsibilities**

- Coordinate the performance management cycle from objectives setting to performance monitoring and year-end review for the assigned business unit;
- Facilitate and coordinate the end-to-end training and development process for staff including planning and logistics support;
- Provide HR guidance and support to the allocated business unit across a breadth of areas including talent management, employee development, performance management, change management and employee relations;
- Facilitate talent reviews and succession planning discussions and work with the business unit to ensure succession plans are actively put into practice;
- Support the development of talent to enable the business unit to attract, retain and motivate talent in consultation with the business unit leader;
- Coordinate and facilitate the entire process of performance management, ensuring timely submission of reports and their analysis within the allocated business unit;
- Provide support and advice on people related challenges and issues facing the business unit;
- Ensure that leave plans are in place and are adhered to in consultation with the business unit head;
- Prepare the human resource forecasts for the business unit in consultation the divisional Heads in scoping and justification of proposed and existing roles in line with the business strategy by recommending optimal staff establishment;
- Initiate the separation process and lead the exit of the employees from the Hospital in the assigned business unit;
- Address the day to day HR administrative support to staff in the business unit;
- Develop payroll reports accounting for staff cost including current staff establishment in the respective business unit and attrition data;
- Advise division heads and line managers on appropriate disciplinary process to determine the most prudent approach at division level;
- Hold regular meetings with Head of Departments and line managers to establish needs as relates to all HR matters including staffing needs, succession planning, attrition, etc.
- Ensure that staff have relevant licenses and that all other documentation relating to their profession are updated and valid to ensure compliance with required standards and regulatory needs;
- Supervise and motivate the HR Assistants including performance appraisal, identification of training needs, mentorship and coaching as well as leave and absence management in line with the hospital's people agenda; and
- Perform any other duties as may be assigned by the departmental heads/management from time to time.

### **Qualifications**

- Diploma or Higher National Diploma in Human Resource Management or its equivalent qualification from a recognized institution.
- Bachelor's degree in any of the following Social Sciences; Human Resource Management, Sociology, Public Administration, Business Administration, Business Management, or its equivalent qualification from a recognized institution will be an added advantage.
- Post graduate qualification in Human Resource Management, Industrial Relations, or Capacity Development from a recognized institution or part I, II and III of Certified Public Secretary (CPS).
- Certified Human Resource Professional (CHRP).
- Registered with the Institute of Human Resource Management (IHRM).
- Leadership/Management Course lasting not less than four (4) or six (6) from a recognized institution.
- Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- Proficiency in computer applications

- Minimum of 2 years' experience in as a HR generalist with 1 year at supervisory level.
- Knowledge of best and current human resource practices and approaches.
- Broad knowledge and experience in leading practices in organization development, compensation, talent management and development and employee relations
- Knowledge of the Kenyan Labour Laws.
- Good knowledge of core hospital management processes will be an added advantage.
- Ability to integrate critical information from diverse areas.
- Problem-solving skills.
- Analytical and creative thinking skills.
- Strong persuasion and negotiation skills.
- Strong business acumen / commercial orientation.
- Relationship management skills (internal and external customers).
- Communication and interpersonal skills.
- Strong leadership and people management skills.
- Ability to effectively manage multiple stakeholders.
- Strong execution skills.
- Certificate of good conduct

**G.**  
**POSITION: INFORMATION COMMUNICATION TECHNOLOGY & MARKETING OFFICER**  
**REF NO: KMC/HRD/ICTMO/4/2023 (1 POSITION)**  
**STATION: MBITA TOWN**

#### Role of Purpose

Reporting to the Hospital Director, the job holder is responsible for providing efficient and effective administrative support to facilitate efficient provision of medical care in the Hospital.

#### Duties and Responsibilities

- Writing and testing simple computer programs according to instructions and specifications;
- Assisting in implementation of computer systems;
- Providing user support and training of users;
- Trouble shooting, repairs and maintenance of ICT equipment and associated peripherals;
- Carrying out installations, configuring and maintaining computer hardware, software, systems, networks and other equipment;
- Testing computer programmes according to instructions and specifications;
- Implementing computer systems and providing user support;
- Undertaking scheduled maintenance upgrades;
- Investigating, diagnosing and solving computer software and hardware faults;
- Carrying out equipment repairs and replacing parts;
- Setting up new users' accounts and profiles and dealing with password issues;
- Maintaining the existing PCS and peripherals to required standards;
- Investigating and troubleshoot ICT issues; Monitoring integrity in use of ICT facilities;
- Issuing specifications for programmes;
- Placing orders for supplies and equipment; Providing procurement specifications for computers and equipment: Maintaining an inventory of parts for emergency repairs;
- Assisting in training programmes; and performing technical, systems and user documentation tasks.
- Maintaining records of software licenses and managing stocks of equipment;
- Conducting electrical safety checks on computer equipment;
- Deploying PCS and associated peripherals;
- Installing modifications and tuning parameters;
- Maintaining of computer networks;



- Recommending changes to improve systems and network configurations and determining hardware or software requirements;
- Providing user support and training users in computer systems;
- Analyzing equipment performance records;
- Developing Information Education Communication (IEC) materials;
- Preparing media reviews, briefs, press releases/statements and supplements;
- Processing, editing and distributing publications and other communication materials;
- Branding and promoting positive image of the Hospital through Social Networks: Facebook, Twitter, LinkedIn; Media Sharing Networks: Instagram, Snapchat, YouTube; Developing the website
- Maintaining the Hospital's brand, communications and building customer relations;
- Performing any other duties that may be assigned from time to time depending on the need and urgency.

### Qualifications

- Diploma or Higher Diploma in any of the following disciplines; Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from a recognized institution.
- Specialized Certificate in any of the following; Inter Certificate in Computer Driving License (ICDL), User Support Specialist (USS), Web design, Graphics design, LINUX/UNIX, Microsoft, CISCO and Relational Database Management System (RDMS).
- Registration with relevant professional body.
- Certificate or Diploma in any of the following disciplines; Mass Communication Studies, Journalism, International Relations, Commerce (Marketing Option), Business Administration (Marketing Option), Communication Studies or Public Relations or its equivalent qualification from a recognized institution will be an added advantage.
- A minimum of two (2) years relevant work
- Demonstrated professional Competencies and administrative capability.
- Effective communication skills.
- Policy and strategic implementation.
- Risk management.
- Technical Competencies.
- Decision-making and problem-solving skills.
- Empowering/ delegating.
- High standards of professional ethics.
- Managerial, administrative & Supervisory Skills.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Good time management and Team player
- Certificate of good conduct

### How to Apply

**NB: REF Number for the Positions advertised MUST be captured as an email subject:**

I. Please quote the following REF Numbers for the different positions:

- |                                  |                        |
|----------------------------------|------------------------|
| a. Procurement Officer           | - KMC/HRD/PO/4/2023    |
| b. Stores Officer                | - KMC/HRD/SO/4/2023    |
| c. Accountant                    | - KMC/HRD/AC/4/2023    |
| d. Cashier                       | - KMC/HRD/CAS/4/2023   |
| e. Health Administrative Officer | - KMC/HRD/HAO/4/2023   |
| f. Human Resource Officer        | - KMC/HRD/HRO/4/2023   |
| g. ICT & Marketing Officer       | - KMC/HRD/ICTMO/4/2023 |

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach us on or before **21<sup>ST</sup> April, 2023**.

**NB: Please convert all your documents into ONE MERGED PDF before sending to:**

[adverts.katitomedicalcentre@gmail.com](mailto:adverts.katitomedicalcentre@gmail.com)

and a copy to [hr.katitomedicalcentre@gmail.com](mailto:hr.katitomedicalcentre@gmail.com)

*Katito Medical Centre is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.*

.....**End**.....