



An ISO 9001:2015 Certified Hospital



# MOI TEACHING AND REFERRAL HOSPITAL

## CHIEF EXECUTIVE OFFICER

Moi Teaching and Referral Hospital (MTRH) is a Multi-Specialty National/International Teaching & Referral Hospital in the Western part of Kenya with a nucleus of more than 25 Counties and serving Kenya, Eastern Uganda, Southern Sudan, Northern Tanzania, Democratic Republic of Congo amongst other geographical areas.

MTRH has Centres of Excellence for specialized Healthcare, Training, Research and participates in National Health Planning. MTRH advises National Ministry of Health and County Governments on Health Policy.

### **Purpose**

To be Pro-Health and promote the well-being of the people and the planet where they live.

### **True North**

Excellent Healthcare Delivery

and

### **Vision Statement**

To be a Global Leader in the Provision of Exceptional Multi-Specialty Healthcare, Training and Research.

MTRH Board of Management wishes to recruit a suitably qualified, dynamic and resultoriented **Chief Executive Officer (CEO)**.

## **CHIEF EXECUTIVE OFFICER – JOB GRADE MTRH 1 REF: MTRH/HR/01/12/2023**

The Chief Executive Officer (CEO) is the Accounting Officer charged with the overall responsibility for prudent utilization of the resources, management, direction, organization, and general administration of the Hospital, chief implementer of all Board and Government regulations.

### **a). Job Description**

- i). Spearheading formulation, implementation and review of the Hospital's policies, procedures, strategies, standards and guidelines;
- ii). Providing strategic leadership and ensuring excellence in provision of clinical and administrative Services;
- iii). Spearheading development agenda including formulation of projects and programmes;
- iv). Developing the Hospital's Clinical Services and Operational strategy;
- v). Executing and communicating the Board's strategies, decisions and policies;
- vi). Enhancing collaboration and engagement with stakeholders and Partners in support of development of the hospital;
- vii). Promoting the corporate image of the Hospital;
- viii). Ensuring continuous improvement of the quality and value of services and products provided by the Hospital;
- ix). Fostering a culture that promotes ethical and good corporate governance;
- x). Ensuring that the Hospital complies with the relevant legislation;
- xi). Championing national values and principles of public service;
- xii). Exercising the roles of Accounting and Authorized officer;
- xiii). Putting in place sound strategies to ensure prudent utilization of the hospital assets and resources;
- xiv). Preparing annual budgets and establishing proper internal monitoring and control systems and procedures; and

- xv). Enhance capacity building quality management, patient safety and performance management systems.

## **b). Job Specifications**

For appointment to this grade, a candidate must have:

- i). Bachelor's degree qualification in a relevant field, preferably Health-related field from a recognized Institution and registered by a relevant Regulatory Board/Body/Council.
- ii). Master's degree in any relevant field, preferably Health-related field from a recognized Institution and registered by a relevant Regulatory Board/Body/Council.
- iii). Postgraduate Diploma in Health Management or equivalent, from a recognized Institution.
- iv). Sub-specialization in any of the relevant or Health-related fields from a recognized Institution.
- v). A minimum period of fifteen (15) years relevant work experience with at least ten (10) years' experience in Senior Management position.
- vi). Registration Certificate by the relevant Regulatory Board/Body/Council.
- vii). Valid year 2023/24 practising license from the relevant Regulatory Board/Body/Council.
- viii). Specialist recognition certificate from relevant Regulatory Board/Body/Council.
- ix). Retention in the relevant Regulatory Board/Body/Council register.
- x). Leadership/Management Course lasting not less than six (6) months from a recognized Institution.
- xi). Proficiency in computer applications.
- xii). Fulfilled the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- xiii). Must have attended Corporate Governance course lasting at least five (5) days.
- xiv). Demonstrated professional competence, administrative capability, resilience and adaptability.
- xv). Must meet all requirements as stipulated in the Health Act, 2017.

## **c). Personal attributes**

- i). Ability to articulate, interpret and implement national and international policies and development goals.
- ii). Organizational, conceptual, managerial abilities.
- iii). Creativity and innovation.
- iv). Integrity and commitment to producing results.
- v). Leadership, self-drive and initiative to achieve expected results.
- vi). Advocacy, relationship building and collaboration.
- vii). Emotional intelligence.

**d). Core Competencies**

- i). Resource management skills.
- ii). Managing performance/driving for outcomes.
- iii). Building organizational capability and establishing strategic directions.
- iv). Visionary and Leading change.
- v). Policy and strategic implementation.
- vi). Stakeholders focus.
- vii). Building work relationship.
- viii). High standards of professional ethics.

MTRH is an Equal Opportunity Employer promoting Diversity, Equity, Inclusivity and Belonging. Persons Living with Disability (PWDs) and other Minority groups are encouraged to apply.

Moi Teaching and Referral Hospital DOES NOT charge fees at any stage of the Recruitment Process.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted for interviews.

Equally, only the successful Candidate in the interviews will be contacted and through official appointment letter. The appointment as guided by Mwongozo Code of Governance for State Corporations and as per Best Practice, will be on contract basis for a period of

three (3) years renewable once for 3 years subject to satisfactory work performance and probity.

This position attracts a competitive remuneration package as approved by Salaries and Remuneration Commission (SRC). There will also be an attractive medical cover and other work-related insurance covers.

Qualified and interested candidates are requested to send their applications, Curriculum Vitae, copies of Certificates and Testimonials, email and telephone contacts of three (3) referees, two of whom must be from your profession to the following email address: [boardchairman@mtrh.go.ke](mailto:boardchairman@mtrh.go.ke) not later than close of business on **Tuesday 16<sup>th</sup> January, 2024** at **5.00 p.m.**

Only e-mail/soft copies will be permitted. No hard copy submission allowed.

**SITOYO LOPOKOIYIT, *MBS***  
**CHAIRMAN – MTRH BOARD OF MANAGEMENT**