



An ISO 9001:2015 Certified Hospital



MOI TEACHING AND REFERRAL HOSPITAL

ADVERTISEMENT

Moi Teaching and Referral Hospital (MTRH) is a Multi-Specialty National Teaching Referral Hospital in the Western part of Kenya serving the whole Country, Eastern Uganda, Southern Sudan, Northern Tanzania and Democratic Republic of Congo amongst other areas. MTRH is committed to providing excellent Healthcare, with its;

Purpose

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

True North

Excellent Healthcare Delivery

Vision Statement

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

We wish to recruit candidates suitably qualified, dynamic and result-oriented for the positions of;

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|---|--------------------------|
| 1. Director Mental Health & Rehabilitative Services, Job Grade MTRH 2 | Position One (1) |
| 2. Director Paediatrics & Child Health, Job Grade MTRH 2 | Position One (1) |
| 3. Chief Information Officer, Job Grade MTRH 3 | Position One (1) |
| 4. Medical Specialist, Endo-gastroenterology, Job Grade MTRH 4 | Position One (1) |
| 5. Medical Specialist, Arthroscopy, Job Grade MTRH 4 | Position One (1) |
| 6. Manager Laboratory Services, Job Grade MTRH 4 | Position One (1) |
| 7. Manager, Human Resource & Training, Job Grade MTRH 4 | Position One (1) |
| 8. Deputy Manager Laboratory Services, Job Grade MTRH 5 | Position One (1) |
| 9. Principal Human Resource Officer, Job Grade MTRH 6 | Position One (1) |
| 10. Principal Accountant, Job Grade MTRH 6 | Position One (1) |
| 11. Principal Security Officer, Job Grade MTRH 6 | Position One (1) |
| 12. Principal Legal Officer, Job Grade MTRH 6 | Position One (1) |
| 13. Legal Officer, Job Grade MTRH 8 | Positions Two (2) |

For more details, please visit our website at <https://portal.mtrh.go.ke/careers>

1. DIRECTOR MENTAL HEALTH AND REHABILITATIVE SERVICES, JOB GRADE MTRH 2 Position One(1)

REF: MTRH/HR/01/10/2025

a. Job Purpose:

Formulate, implement and review health policies, regulations, standards, guidelines and protocols. Undertake medical examinations and write reports. Conduct disease prevention, surveillance and control. Undertake health research, Provide forensic, medico-legal services, medical psycho-social interventions, medical health education and promotion Facilitate training of interns in Clinical and other health personnel, establish and manage health information systems. Ensuring the implementation of quality management systems in Clinical services.

b. Duties and Responsibilities:

- i. Formulating and reviewing health policies, strategies, guidelines and protocols;
- ii. Participating in the formulation of National Health Planning;
- iii. Overseeing provision of promotive, preventive, curative and rehabilitative health services;
- iv. Providing sub-specialized services to patients;
- v. Planning and managing hospital healthcare programs;
- vi. Initiating and managing healthcare projects and programs;
- vii. Developing intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities;
- viii. Initiating and coordinating operational and clinical research;
- ix. Facilitating implementation of research findings to improve quality of service delivery;
- x. Coordinating and providing specifications for procurement of health (Clinical) equipment and commodities;
- xi. Ensuring adherence to health standards and guidelines;
- xii. Facilitating training and development of Medical and health staff;
- xiii. Mobilizing resources and promoting partnerships and collaborations with hospital agencies and development partners in promotion of health (Clinical) Programmes and projects;
- xiv. Monitoring and evaluating provision of health services in the hospital;
- xv. Preparing, planning and budgeting for the hospital;
- xvi. Coordinating capacity development and performance management.

c. Job Specifications

- i. Served cumulatively for twelve (12) years relevant work with at least eight (8) years' experience in a management position or served in the grade of Senior Medical Specialist for a minimum of three (3) years or its equivalent.
- ii. Bachelors of Medicine and Bachelor of Surgery (M.B.Ch.B) from an Institution recognized by Medical Practitioners and Dentists Council.
- iii. Master of Medicine in Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- iv. Sub Specialization in any of the following disciplines; Child and Adolescent Psychiatry, Geriatric Psychiatry, forensic psychiatry, addiction psychiatry, perinatal psychiatric, or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- v. Registration Certificate by the Medical Practitioners and Dentists Council
- vi. Valid 2025, practicing license from Medical Practitioners and Dentists Council.
- vii. Specialist recognition certificate from the Medical Practitioners and Dentist Board.
- viii. Retention in the Medical Practitioners and Dentists Council Register.
- ix. Leadership/Management Course lasting not less than six (6) weeks.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- xii. Demonstrated a clear understanding of Hospital development policies, goals and objectives and ability to integrate them into the Medical Function.

d. 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.
- ix. Influencing persuasion and negotiations.
- x. Effective communication skills, and
- xi. Delivery on quality results.

**2. DIRECTOR OF PAEDIATRICS AND CHILD HEALTH, JOB GRADE MTRH 2
Position One(1)**

REF: MTRH/HR/02/10/2025

a. Job Purpose:

Formulate, implement and review health policies, regulations, standards, guidelines and protocols. Undertake medical examinations and write reports. Conduct disease prevention, surveillance and control. Undertake health research, Provide forensic, medico-legal services, medical psycho-social interventions, medical health education and promotion Facilitate training of interns in Clinical and other health personnel, establish and manage health information systems. Ensuring the implementation of quality management systems in Clinical services.

b. Duties and Responsibilities:

- i. Formulating and reviewing health policies, strategies, guidelines and protocols;
- ii. Participating in the formulation of National Health Planning;
- iii. Overseeing provision of promotive, preventive, curative and rehabilitative health services;
- iv. Providing sub-specialized services to patients;
- v. Planning and managing hospital healthcare programs;
- vi. Initiating and managing healthcare projects and programs;
- vii. Developing intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities;
- viii. Initiating and coordinating operational and clinical research;
- ix. Facilitating implementation of research findings to improve quality of service delivery;
- x. Coordinating and providing specifications for procurement of health (Clinical) equipment and commodities;
- xi. Ensuring adherence to health standards and guidelines;
- xii. Facilitating training and development of Medical and health staff;
- xiii. Mobilizing resources and promoting partnerships and collaborations with hospital agencies and development partners in promotion of health (Clinical) Programmes and projects;
- xiv. Monitoring and evaluating provision of health services in the hospital;
- xv. Preparing, planning and budgeting for the hospital;
- xvi. Coordinating capacity development and performance management.

c. Job Specifications

- i. Served cumulatively for twelve (12) years relevant work with at least eight (8) years' experience in a management position or served in the grade of Senior Medical Specialist for a minimum of three (3) years or its equivalent.
- ii. Bachelors of Medicine and Bachelor of Surgery (M.B.Ch.B) from an Institution recognized by Medical Practitioners and Dentists Council.
- iii. Master of Medicine in Paediatrics and Child Health, or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- iv. Sub Specialization in any of the following disciplines; Adolescence Medicine, Paediatric Cardiology, Paediatric Oncology, Neonatal-Perinatal Medicine, Paediatric Haematology, Paediatric Nephrology, Paediatric Pulmonology, Paediatric Emergency Medicine, Paediatric Endocrinology, Child Abuse Paediatrics, Paediatrics Transplant Hepatology, Paediatric Gastroenterology, Medical Toxicology, Child Neurology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- v. Registration Certificate by the Medical Practitioners and Dentists Council
- vi. Valid 2025, practicing license from Medical Practitioners and Dentists Council.
- vii. Specialist recognition certificate from the Medical Practitioners and Dentist Board.
- viii. Retention in the Medical Practitioners and Dentists Council Register.
- ix. Leadership/Management Course lasting not less than six (6) weeks.
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- xii. Demonstrated a clear understanding of Hospital development policies, goals and objectives and ability to integrate them into the Medical Function.

d. 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.

- ix. Influencing persuasion and negotiations.
- x. Effective communication skills, and
- xi. Delivery on quality results.

3. CHIEF INFORMATION OFFICER, JOB GRADE, M3

REF: MTRH/HR/03/10/2025

a. Job Purpose

Plan, coordinate, and manage the overall operation of the Information Services.

The Director of Information Communication Technology (ICT) will manage all ICT operations, Telephone Exchange Services and Health Records Information Services, be responsible for the IT and computer systems that support Hospital goals.

The area of responsibility includes the full range of information systems and determining user requirements, recommending practical solutions, and leading hospital-wide efforts to improve the effective use of technology.

The officer will oversee the development, implementation, and use of technology throughout the hospital, working closely with management and senior officers, system users, vendors and consultants, and the ICT, Health Records and Telephone Exchange department staff to assess and address user and the institution's needs.

The officer will be reporting to Chief Executive Officer (CEO).

b. Duties and responsibilities;

- i. Manage the deployment, monitoring, maintenance, development, upgrade, and support of all ICT systems, including servers, PCs, operating systems, telephones, software applications, health information systems and peripherals in the hospital.
- ii. Overseeing of information communication Technology operations and evaluating them according to established goals;
- iii. Devising and establishing IT policies and systems to support the implementation of strategies set by senior management;
- iv. Analyzing the business requirements of all departments to determine their technology needs;
- v. Set overall Information Technology security standards, and deploy very skilled human resources to implement and maintained high level layers of IT security across the entire hospital information technology system;
- vi. Provide expertise and support during systems upgrades, installations, conversions and verify required periodic maintenance of computer, health information system and telecommunications hardware;
- vii. Oversee systems development and enhancement and the integration of new systems within existing systems;
- viii. Work with advocacy staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation;
- ix. Manage ICT, Health Records Information Services and Telephone Services staff, including, training, evaluation, guidance, discipline and discharge;
- x. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT, Health Records Information Services and Telephone Service staff and to end-users;

- xi. Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades;
- xii. Oversee provision of end-user services, including help desk and technical support services;
- xiii. Keep current with the latest technologies and determine what new technology solutions and implementations will meet system requirements;
- xiv. Develop and implement all ICT, Health Records Information Services and Telephone Service policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision;
- xv. Manage servers, security solutions, network hardware and equipment; and
- xvi. Manage telecommunications infrastructure and development plans, projects, policies and procedures.

c. Job Specifications

- i. Master's degree in any of the following disciplines: Computer Science, Information Technology or Business Information Technology, Health Records and Information Service or any other relevant equivalent qualification from recognized institution;
- ii. Masters of Science in health informatics will be an added advantage.**
- iii. Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- iv. Specialized Certificate in Computer Applications Packages, 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);
- v. Must have served in a reputable organization in a Senior Management position for at least five (5) years;
- vi. Ability to manage multiple concurrent projects and motivate professional staff;
- vii. Excellent organizational skills, with ability to manage multiple priorities;
- viii. Strong interpersonal skills with ability to communicate with a variety of stakeholders.
- ix. Excellent oral and written communication skills;
- x. Proven critical thinking abilities;
- xi. Ability to communicate technical concepts to technical and non-technical audiences;
- xii. Proven experience in technology infrastructure planning and development;
- xiii. Proven leadership experience with evidence of successful project management;
- xiv. Proven success in a comparable sized organization in terms of staff, infrastructure and equipment.

d. Competencies

- i. Resource management skills
- ii. Managing performance and driving for outcomes
- iii. Establishing strategic directions
- iv. Visionary /leading change
- v. Building on organizational capacity
- vi. Policy development
- vii. Effective communication skills
- viii. Policy and strategic implementation
- ix. Delivery of quality results
- x. Risk management
- xi. Analytical problem-solving skills
- xii. High standards of professional ethics

Note

Successful candidates in these positions will be engaged on five (5) years' contract renewable once for a further five (5) years, subject to satisfactory work performance and statutory retirement age.

4. MEDICAL SPECIALIST, ENDO-GASTROENTEROLOGY, JOB GRADE MTRH 4 Position One (1)

REF: MTRH/HR/04/10/20025

a. Job Purpose

The Medical Specialist- Endo-gastroenterologist will diagnose, treat and work to prevent gastrointestinal (stomach and intestines) and hepatological (liver, gallbladder, biliary tree and pancreas) diseases and monitor the progress of treatment plan.

The officer will be reporting to Senior Director, Clinical Services.

b. Duties and responsibilities;

- i. Performing specialized diagnostic procedures like endoscopies to diagnose patients.
- ii. Managing both inpatients and outpatients with gastrointestinal disorders.
- iii. Consulting with other specialists, such as oncologists, in the case of cancer.
- iv. Performing advanced GI procedures such as ERCP, stenting of the esophagus, dilation of strictures etc.
- v. Should be able to supervise registrars and medical students.

c. Job Specifications

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in internal medicine from a recognized institution.
- iii. Fellowship in Endo Gastroenterology from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid 2024, Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as a Gastroenterologist in a busy hospital.

d. Competencies

- i. Resource management skills.
- ii. Managing performance and Driving for outcomes.
- iii. Establishing strategic directions.
- iv. Visionary/Leading change.
- v. Policy development.
- vi. Effective communication skills.
- vii. Risk Management.
- viii. Technical competence.
- ix. Decision-making and problem solving skills.
- x. High standards of professional ethics.
- xi. Managerial and administrative skills.
- xii. Leading teams.

5. MEDICAL SPECIALIST, ARTHROSCOPY JOB GRADE MTRH 4 Position One (1)

REF: MTRH/HR/05/10/2025

a. Job Purpose

The Medical Specialist- Gastroenterology will diagnose, treat problems in joints through minimally conducting invasive surgery for rotator cuff tears; carpal tunnel syndrome, ACL tears and monitor the progress of treatment plan.

The officer will be reporting to Senior Director, Clinical Services.

b. Duties and responsibilities;

- i. Examining, diagnosing, and treating diseases and injuries to the Joints.
- ii. Using a fiber-optic camera to diagnose and treat joint problems.
- iii. Prescribes course of treatment for patients with joint injuries, disorders and performs required arthroscopy procedure.
- iv. Conducting Joint reconstruction, knee and hip joint replacements and their revision.
- v. Conducts and supervises direct patient care, including some non-surgical treatment options.
- vi. Should be able to supervise registrars and medical students.

c. Job Specifications

- i. Bachelor of Medicine and Surgery from a recognized institution.
- ii. Master of Medicine in Orthopaedics from a recognized institution.
- iii. Fellowship in Arthroscopy from a recognized institution.
- iv. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- v. Recognition as a specialist by the KMPDC.
- vi. Valid 2025, Practice License.
- vii. Professional Insurance Indemnity Cover.
- viii. Proficiency in computer applications.
- ix. At least one (1) year working experience as Medical specialist, Arthroscopy in a busy hospital.

d. Competencies

- i. Resource management skills.
- ii. Managing performance and Driving for outcomes.
- iii. Establishing strategic directions.
- iv. Visionary/Leading change.
- v. Policy development.
- vi. Effective communication skills.
- vii. Risk Management.
- viii. Technical competence.
- ix. Decision-making and problem solving skills.
- x. High standards of professional ethics.
- xi. Managerial and administrative skills.
- xii. Leading teams

6. MANAGER, LABORATORY SERVICES; JOB GRADE MTRH 4 Position one(1)

REF: MTRH/HR06/10/2025

a. Job Purpose:

Implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253A of 1999, and as amended in 2000. Formulation, implementation, interpretation, and reviewing of medical laboratory policies, standards, guidelines and programmes at the hospital.

Management and coordination of medical laboratory services. Conduct diagnostic laboratory interventions in liaison with health care stakeholders. Conduct research in the field of medical laboratory services in liaison with other departments and institutions. Provision of evidence in support of medico-legal and forensic services.

Provision of specifications, evaluation and validation of medical laboratory equipment, reagents, and chemicals. Ensure biosafety and biosecurity practices of medical laboratory services. Maintenance of medical workshop records, information, and provision of quality assurance and control in medical laboratory services.

b. Duties and Responsibilities:

- i. Developing, implementing and reviewing laboratory policies, guidelines, strategies, standards and programs.
- ii. Coordinating the preparation of reagents, stains and examining specimens.
- iii. Carrying out laboratory operational research.
- iv. Preparing procurement plan for laboratory requirements.
- v. Providing specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment.
- vi. Maintaining equipment for clinical testing, vector and pesticides monitoring and evaluation.
- vii. Investigating disease outbreaks in liaison with other health care providers.
- viii. Archiving specimens of medical importance for reference.
- ix. Mapping and surveying of communicable, non-communicable and vector borne disease distribution.
- x. Ensuring quality control and quality assurance procedures.
- xi. Overseeing work planning and performance management.
- xii. Preparing periodical reports.
- xiii. Identifying training gaps of laboratory officers, technicians and technologists.
- xiv. Recommending appropriate interventions; and
- xv. Training, coaching and mentoring of staff and students.

c. Job Specifications:

- i. Bachelor's degree in medical laboratory sciences or its equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- ii. Masters in any of the following disciplines: Parasitology; Clinical Chemistry Hematology; Blood Transfusion; Virology; Bacteriology; Histopathology; Clinical Cytology; Immunology; Mycology and Epidemiology or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- iii. A minimum period of eight (8) years relevant work, with at least five (5) years' experience in Senior Management.
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- v. Valid 2022 practising license from Kenya Medical Laboratory Technicians and Technologists Board.
- vi. Leadership/ Management Course or equivalent lasting not less than six (6) weeks from a recognized institution.
- vii. Proficiency in computer applications.

d. Competencies

- i. Resource management skills.
- ii. Managing performance and Driving for outcomes.
- iii. Establishing strategic directions.
- iv. Policy development.
- v. Proficient communication skills.
- vi. Risk Management.
- vii. Technical competence.
- viii. Decision-making and problem-solving skills.
- ix. High standards of professional ethics.
- x. Managerial and administrative skills.
- xi. Provide high-impact performance feedback
- xii. Understand multigenerational workforce trends
- xiii. Maximize leadership strengths
- xiv. Focus on employees' career development needs
- xv. Clarity on responsibilities and priorities
- xvi. Big picture vision
- xvii. Effective delegation
- xviii. Self-Awareness.

6. MANAGER, HUMAN RESOURCE AND TRAINING, JOB GRADE MTRH 4 Position One (1)

REF: MTRH/HR/06/10/2025

a. Job Purpose

Overall, Job Purpose Reporting to the Director Human Resource Management and Development. The job holder is responsible for providing professional leadership in the management of human resources and ensuring the Hospital has Human Resource Capacity that is adequately developed to enable it deliver on its overall mandate, and developing and implementing effective administrative policies, procedures and processes.

b. Duties and responsibilities;

- i. Formulating, interpreting and implementing human resource management policies, procedures, standards and guidelines;
- ii. Ensuring implementation of Terms and Conditions of service for the Hospital, Coordinating organizational development and job reviews.
- iii. Coordinating all human resource management activities and processes;
- iv. Developing and implementing a human resource management plan;
- v. Developing and coordinating staff performance management systems and programmes;
- vi. Fostering innovation and technology transfer in the management of human resources;
- vii. Formulating a strategy on implementation of Human Resource policies, organizational development, culture and change management;
- viii. Strong ability to enforce HR Policies and maintain high standards of HR practice.
- ix. Planning and budgeting for all Human Resource activities and programmes;
- x. Analyzing the staffing levels and making proposals for succession planning;
- xi. Capacity building and knowledge management for staff; and
- xii. Training, mentoring, guiding and counselling staff and students.

c. Job Specifications

- i. A minimum period of eight (8) years relevant work experience with at least five (5) years' experience in a supervisory position.
- ii. Bachelor's degree in any of the following Social Sciences: Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent qualification from a recognized institution.
- iii. Master's Degree in Human Resource Management/ Development, Human Resource Management and Development, Business Administration/Management, Public Administration or its equivalent qualification from a recognized institution.
- iv. Postgraduate Diploma in Human Resource Management, Records Management or its equivalent qualification from a recognized institution.
- v. Certified Human Resource Professional (CHRP) Certificate.
- vi. Membership to the Institute of Human Resource Management (IHRM) in good standing.

- vii. Leadership/ Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Proficiency in computer applications.
- ix. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- x. Demonstrated a high degree of professional Competencies and administrative capability.

d. Competencies

- i. Resource management skills.
- ii. Managing performance and driving for outcomes.
- iii. Establishing strategic directions.
- iv. Visionary/Leading change.
- v. Policy development.
- vi. Effective communication skills.
- vii. Risk management.
- viii. Technical Competencies.
- ix. Decision-making and problem solving skills.
- x. High standards of professional ethics.
- xi. Managerial and administrative skills.
- xii. Leading teams.

7. DEPUTY MANAGER, MEDICAL LABORATORY, JOB GRADE MTRH 5

REF: MTRH/HR07/10/2025

a. Job Purpose:

Implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253A of 1999, and as amended in 2000. Implementation and interpretation, of medical laboratory policies, standards, guidelines and programmes at the hospital.

Assist in the Management and coordination of medical laboratory services. Support in conducting diagnostic laboratory interventions in liaison with health care stakeholders. Conduct research in the field of medical laboratory services in liaison with other departments and institutions. Provision of evidence in support of medico-legal and forensic services.

Support in the provision of specifications, evaluation and validation of medical laboratory equipment, reagents, and chemicals. Ensure biosafety and biosecurity practices of medical laboratory services. Maintenance of medical workshop records, information, and provision of quality assurance and control in medical laboratory services.

b. Duties and Responsibilities;

- i. Implementing laboratory policies, guidelines, strategies, standards and programs;
- ii. Support in Coordinating the preparation of reagents, stains and examining specimens;
- iii. Carrying out laboratory operational research;
- iv. Assist in Preparing procurement plan for laboratory requirements;

- v. Support in the Provision of specifications for the procurement of Medical Laboratory reagents, stains, apparatus and equipment;
- vi. Maintaining equipment for clinical testing, vector and pesticides monitoring and evaluation;
- vii. Investigating disease outbreaks in liaison with other health care providers;
- viii. archiving specimens of medical importance for reference;
- ix. Mapping and surveying of communicable, non-communicable and vector borne disease distribution; and
- x. Preparing periodical reports.

b. Job Specifications

- i. A minimum period of six (6) years relevant work with at least three (3) years' experience in a supervisory position.
- ii. Bachelor's Degree in Medical Laboratory Sciences or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Masters of Science degree in any of the following disciplines; Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Sciences or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- v. Valid 2025 practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- vi. Leadership/Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in computer applications.
- viii. Demonstrated professional competence and administration capability.

d. Competencies

- i. Effective communication skills.
- ii. Policy and strategic implementation.
- iii. Risk Management.
- iv. Technical competence.

- v. Decision-making and problem-solving skills.
- vi. Empowering/ delegating.
- vii. High standards of professional ethics.
- viii. Managerial and administrative skills.
- ix. Coping with pressure and shocks.

8. PRINCIPAL HUMAN RESOURCE OFFICER, JOB GRADE MTRH 6 Position one (1)

REF: MTRH/HR/08/10/2025

a. Job Purpose

Plan, coordinate, and manage the overall operation of the Information Services.

The Principal Human Resource Officer will *coordinate and direct the routine functions of the Human Resources (HR) department* that support Hospital goals.

The officer will be reporting to Manager, Human Resource Management and Development.

b. Duties and responsibilities;

- i. Supervising, planning and programming work in a human resource management section including recruitment, appointments, complement control, employee relations, training, discipline, salary administration and staff welfare within the framework of existing human resource management policies, rules and regulations;
- ii. Preparing briefs on all disciplinary cases received in the Hospital and tabling them before the discipline committee for recommendations;
- iii. Carrying out staff performance appraisal and providing feedback;
- iv. Managing staff welfare programmes;
- v. Preparing training programmes;
- vi. Reviewing of work programmes;
- vii. Maintaining a strategic overview of HR trends, policies and practices; and
- viii. Training and development of staff.

b. Job Specifications

- i. Served as Senior Human Resource Officer for a minimum period of three (3) years or in a comparable position.
- ii. Bachelor's degree in any of the following Social Sciences; Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent qualification from a recognized institution.
- iii. Post graduate qualification in Human Resource Management, Industrial Relations, or Capacity Development from a recognized institution or part I of Certified Public Secretary (CPS).
- iv. Valid 2025, Membership to the Institute of Human Resource Management (IHRM).
- v. Supervisory course lasting not more than 2 weeks from a recognized institution.
- vi. Proficiency in computer applications. viii. Fulfilled requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

- ix. Shown merit and ability as reflected in work and performance results.

c. Competencies

- i. Influencing persuasion and negotiation.
- ii. Effective communication skills.
- iii. Policy and strategic implementation.
- iv. Delivery of quality results.
- v. Risk management.
- vi. Technical Competencies.
- vii. Decision-making and problem-solving skills.
- viii. Empowering/ delegating.
- ix. High standards of professional ethics.
- x. Managerial, administrative and supervisory skills.
- xi. Coping with pressure and setbacks.
- xii. Coaching/mentoring.

9. PRINCIPAL ACCOUNTANT, JOB GRADE MTRH 6 Position one (1)

REF: MTRH/HR/09/10/2025

a. Job Purpose

The Principal Accountant will support implementation of Budgeting and budgetary control, treasury management, Accounts payables and receivables management, cost control and financial accounting and coordinate operations of finance department

The officer will be reporting to Manager, Finance.

b. Duties and responsibilities;

- i. Certifying and verifying returns, documents, vouchers and transaction records;
- ii. Ensuring safe custody of accountable documents;
- iii. Monitoring expenditures against approved budgets;
- iv. Overseeing accounting of special funds including donor programmes and project funds;
- v. Ensuring timely and proper bank reconciliation;
- vi. Authorizing payments;
- vii. Submitting annual financial statements of accounts;
- viii. Implementing financial strategic plans;
- ix. Implementing financial regulations and procedures;
- x. Preparing and reviewing management financial reports;
- xi. Maintaining up to date and accurate books of accounts;
- xii. Conducting business case analysis and due diligence to ensure viability;
- xiii. Monitoring and evaluating revenue collection processes; and
- xiv. Reviewing short, medium and long-term budget and work plans requirements of the Hospital.

c. Job Specifications

- i. Served in the position of Senior Accountant for a minimum period of three (3) years or in a comparable position.
- ii. Bachelor's degree in any of the following: Commerce, Business Management, Business Administration (Accounting or Finance option), or its equivalent qualification from a recognized institution.
- iii. Certified Public Accountants (K) Examination or its equivalent from a recognized institution.
- iv. Registered with Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent.
- v. Valid 2025, Membership to the Institute of Certified Public Accountants of Kenya (ICPAK)
- vi. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- vii. Proficiency in computer applications.
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- ix. Shown merit and ability as reflected in work performance and results.

d. Competencies

- i. Influencing persuasion and negotiation.
- ii. Effective communication skills.
- iii. Policy and strategic implementation.
- iv. Delivery of quality results.
- v. Risk management.
- vi. Technical Competencies.
- vii. Decision-making and problem-solving skills.
- viii. Empowering/ delegating.
- ix. High standards of professional ethics.
- x. Managerial, administrative and supervisory skills.
- xi. Coping with pressure and setbacks.
- xii. Coaching/mentoring.

10. PRINCIPAL SECURITY OFFICER, JOB GRADE MTRH 6 Position one(1)

REF: MTRH/HR/10/10/2025

a. Job Purpose

The Principal Security Officer will patrol the Hospital premises, monitoring surveillance equipment, and access points, Investigates *security* breaches and incidents in the Hospital.

The officer will be reporting to Manager, Security Services.

b. Duties and responsibilities;

- i. Implementing security policies, regulations, rules, standards; norms, protocols and procedures;

- ii. Implementing new security measures;
- iii. Identifying and investigating security breaches and issues;
- iv. Maintenance of security surveillance, security systems and access control;
- v. Analyzing security operations to identify risks or opportunities for improvement;
- vi. Liaising with other operational areas to ensure harmony and consistencies in security requirements;
- vii. Conducting physical examinations of property to ensure compliance with security policies and regulations;
- viii. Conducting security activities to safeguard assets, properties, employees, patients/clients and guests;
- ix. Documenting security status /updates and submitting confidential reports on security issues;
- x. Maintaining records of acts of unlawful interference or crime for possible prosecution or other reference;
- xi. Providing regular security briefs;
- xii. Disposing and accounting for lost and found properties;
- xiii. Maintaining crime and incidents records and charts; and
- xiv. Maintenance of security documents such as passes and registers.

c. Job Specifications

- i. Served in the grade of Senior Security Officer for a minimum period of three (3) years or in a comparable position.
- ii. Bachelor degree in Criminology & Security Studies or its equivalent qualification from a recognized institution.
- iii. Six (6) weeks approved security course from the Kenya Police Service or the Armed Forces at the rank of Inspector/Lieutenant.
- iv. Leadership/Management course lasting not less than four (4) weeks from a recognized institution.
- v. A valid First Aid Certificate from a recognized institution.
- vi. Physically, mentally and medically fit.
- vii. Proficiency in computer applications.
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- ix. Shown merit and ability as reflected on work performance and results.

d. Competencies

- i. Influencing, persuasion and negotiation.
- ii. Effective communication skills.
- iii. Policy and strategic implementation.
- iv. Delivery on quality results.
- v. Risk Management.
- vi. Technical Competencies.
- vii. Decision-making and problem solving skills.
- viii. Empowering/ delegating.
- ix. High standards of professional ethics.
- x. Managerial, administrative and supervisory skills.
- xi. Coping with pressure and setbacks.
- xii. Coaching/mentoring.

11. PRINCIPAL LEGAL OFFICER, JOB GRADE MTRH 6 Position One (1)

REF: MTRH/HR/11/10/2025

a) Job Purpose

The job purpose of a Principal Legal Officer is to provide expert legal services, including giving advice, managing litigation, drafting legal instruments, and ensuring legal and regulatory compliance to safeguard the interests of the hospital. This includes providing legal support, handling legal matters, and ensuring the organization operates within the law.

b. Duties and Responsibilities;

- i. Provide legal advisory services to the Hospital Board, Management, and Departments.
- ii. Draft, review, and negotiate contracts, Memoranda of Understanding (MOUs), leases, and other legal instruments.
- iii. Represent the hospital in court and liaise with external counsel on litigation matters.
- iv. Ensure compliance with healthcare regulations, Public Procurement and Asset Disposal Act, Labour Laws, and Public Service policies.
- v. Develop and oversee implementation of legal policies, risk management frameworks, and governance structures.
- vi. Handle labor disputes, disciplinary cases, and alternative dispute resolution processes.
- vii. Serve as Secretary to various statutory and governance committees, ensuring proper documentation and record management.
- viii. Conduct legal awareness and compliance training for staff.

c. Job Specifications

- i. Bachelor of Laws (LL.B) degree from a recognized institution.
- ii. Postgraduate Diploma in Law from the Kenya School of Law.
- iii. A Master's degree in Law, Public Administration, or related field will be an added advantage
- iv. Admitted Advocate of the High Court of Kenya with a valid practising certificate.
- v. Member of the Law Society of Kenya (LSK) in good standing.
- vi. Minimum of seven (7) years relevant legal experience, three (3) of which must be at a supervisory level, preferably in a public institution or corporate environment.
- vii. Certification in Mediation, Governance, or Public Policy is desirable
- viii. Management Course lasting not less than four (4) weeks from a recognized institution.
- ix. Proficiency in computer applications.
- x. Fulfilled the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

d. Competencies

- i. Strong understanding of corporate governance, public sector law, and regulatory compliance.
- ii. Excellent negotiation, communication, and drafting skills.
- iii. High integrity, confidentiality, and ethical conduct.
- iv. Strong leadership and people management skills
- v. Influencing persuasion and negotiation.

- vi. Policy and strategic implementation.
- vii. Delivery of quality results.
- viii. Risk management.
- ix. Technical Competencies.
- x. Decision-making and problem solving skills.
- xi. Empowering/ delegating.
- xii. High standards of professional ethics.
- xiii. Coping with pressure and setbacks.
- xiv. Coaching/mentoring.

12. LEGAL OFFICER, JOB GRADE MTRH 8 Positions Two (2)

REF: MTRH/HR/12/10/2025

a. Job Purpose

The officer will be reporting to Deputy Manager, Legal Services.

The Legal Officer will provide legal advice and support to the Hospital on a wide range of legal matters, including contracts, compliance and regulatory issues

b. Duties and responsibilities;

- i. Preparing preliminary legal documents/instruments;
- ii. Preparing legal opinions;
- iii. Collecting and collating data for legal research and decision making;
- iv. Ensuring compliance with principles and values of good governance;
- v. Preparing legal opinions providing legal advice and interpretation on various legal issues;
- vi. Reviewing ongoing cases and advising management accordingly;
- vii. Conducting training and disseminating appropriate legal information to staff;
- viii. Reviewing contracts, agreements and internal policies and ensuring that they are in compliance with statutory or legal Requirements; and
- ix. Reviewing and drafting legal documentation for business transactions.

c. Job Specifications

- i. Bachelor of Laws (LLB) degree from a recognized institution.
- ii. Diploma in Law from Kenya School of Law or its equivalent
- iii. Admission to the Bar as an Advocate of the High Court of Kenya.
- iv. Valid 2025 Membership to the Law Society of Kenya (LSK).
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

d. Competencies

- i. Effective communication skills.
- ii. Supervisory skills.
- iii. Good time management.
- iv. Decision-making and problem solving skills.
- v. Target setting.
- vi. High standards of professional ethics.
- vii. Responsive, prompt and effective provision of services.

- viii. Team player.
- ix. Excellent interpersonal skills.
- x. Client service support and public relations.

Salary Structure

The salary attached to these posts are,

MTRH.2- Kshs. 206,921 x 14,461 – 221,382 x 14,972 – 236,354 x 15,482 – 251,836 x 15,993 – 267,829 x 16,503 – 284,332 x 17,013 – 301,345 x 17,524 – 318,869 x 18,034 – 336,903 x 18,545 – 355,448 x 19,055 – 374,503 x 19,565 – 394,068p.m

MTRH.3- Kshs. 193,873 x 14,284 – 208,157 x 14,788 – 222,945 x 15,292 – 238,237 x 15,797 – 254,034 x 16,301 – 270,335 x 16,804 – 287,139 x 17,309 – 304,448 x 17,813 – 322,261 x 18,317 – 340,578 x 18,822 – 359,400 x 19,325 – 378,725p.m.

MTRH.4-Kshs.172,988 x 4,387 – 177,375 x 4,542 – 181,917 x 4,697 – 186,614 x 4,852 – 191,466 x 5,007 – 196,473 x 5,161 – 201,634 x 5,316 – 206,950 x 5,472 – 212,422 x 5,625 – 218,047 x 5,781 – 223,828 x 5,936 – 229,764p.m.

MTRH.6- Kshs.138,689 x 3,472 – 142,161 x 3,594 – 145,755 x 3,716 – 149,471 x 3,839 – 153,310 x 3,962 – 157,272 x 4,084 – 161,356 x 4,207 – 165,563 x 4,329 – 169,892 x 4,452 – 174,344 x 4,574 – 178,918 x 4,697 – 183,615p.m.

MTRH 8- Kshs. 76,334 x 6,486 - 82,820 x 6,715 - 89,534 x 6,944 - 96,478 x 7,172 - 103,650 x 7,401 - 111,052 x 7,630 - 118,682 x 7,859 - 126,541 x 8,088 - 134,629 x 8,317 - 142,946 x 8,546 - 151,492 x 8,775 - 160,267p.m.

The successful candidate will still be entitled to applicable allowances to this grade.

Qualified and interested candidates are encouraged to send their applications, Curriculum Vitae, copies of Certificates, Testimonials, email and telephone contacts of three (3) letters from referees whom two (2) must be from profession to the following email addresses: ceo@mtrh.go.ke and ceosoffice@mtrh.go.ke by date **6th November, 2025**, not later than 5.00 pm close of business.

Late applications will **NOT** be considered.

Moi Teaching and Referral Hospital is an Equal Opportunity Employer promoting gender, equity, and diversity. Persons Living with Disability (PWDs) and other Minority groups are encouraged to apply.

Moi Teaching and Referral Hospital **DOES NOT** charge fee 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.



DR. PHILIP. K. KIRWA
CHIEF EXECUTIVE OFFICER



