

**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 by an Act of Parliament in 1990, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector to serve the interests of East Africa and beyond. The College has 67 Campuses strategically located in various parts of the country. The graduates of the College account for more than 85% of mid-level 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. CLERICAL OFFICER, SCALE M6 (20 POSTS)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

REF. NO. KMTC/OP- 12/ EAF/ 12/ 2019

**TENABLE: KMTC VARIOUS CAMPUSES**

## RE-ADVERTISEMENT

**(a) Job Summary**

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. An officer at this level will be deployed in the HR Unit, General Registry, Supplies, Accounts Office, or General Office Services. Duties and responsibilities will include: sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; compiling and computation of financial or statistical records based on routine or special source of information; preparing payment vouchers; compiling data and drafting simple letters.

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**Approved for Advertisement**

Prof. Michael K. Kiptoo.....  
**CHIEF EXECUTIVE OFFICER**

DATE: 17.6.19

**(b) Requirements for Appointments**

For appointment to this level an officer must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent; and
- (ii) Proficiency in computer applications.

**2. LIBRARY ASSISTANT, SCALE M7 (10 POSTS)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

**REF. NO. KMTC/QP- 12/ EAF/ 13/ 2019**

**TENABLE: KMTC VARIOUS CAMPUSES**

**RE-ADVERTISEMENT**

**(a) Job Summary**

The officer will work under the supervision of a more senior officer. Duties will involve: sending reminder notices for overdue publications; updating the catalogue; photocopying gazette notices with published standards and circulating to Quality Control Officers; shelving new and returned books; ensuring that shelves are tidy and publications are filed in their right places; purchasing newspapers and magazines and maintaining their records; and assisting users on cataloguing and retrieving information from the library.

**(b) Requirements for Appointments**

For appointment to this grade, an officer must have:

- (i) A Kenya Certificate of Secondary Education minimum mean grade C- or its acceptable equivalent with at least a D+ in Mathematics, English or Kiswahili;
- (ii) A Certificate in Library or Information studies or its equivalent from a recognized institution; and
- (iii) Proficiency in computer applications.

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**3. MANAGER, RESOURCE MOBILIZATION SCALE M15 (1 POST)****TERMS OF SERVICE: 3 YEAR CONTRACT****REF. NO. KMTc/QP- 12/ EAF/ 14/ 2019****TENABLE: KMTc HEADQUARTERS, NAIROBI****(a) Job Summary**

Duties and responsibilities at this level will entail :- Developing and reviewing institutional development policies, plans and strategies; spearheading the establishment of income generating programs and projects in collaboration with stakeholders; collaborating in areas of research work, professional development, uptake of new technology and resource mobilization in liaison with institutions of higher learning; facilitating partnerships promotions and soliciting funding from donor communities, educational institutions, business entities, foundations, alumni association and governments agencies; overseeing development of proposals for income generating projects; managing activities of College alumni programmes; organizing marketing of medical training programmes in liaison with Corporate Communications office; facilitating funding of capital projects through public private partnership; and coordinating implementation of College income generating projects to enhance revenue generation.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Deputy Manager, Resource mobilization or in a relevant and comparable position in the Public Service or Private Sector Organization for a minimum period of eight (10) years with at least five (5) years' experience in a management capacity;
- (ii) Bachelors degree in any Social Sciences from a recognized institution;
- (iii) Masters degree in any Social Sciences from a recognized institution;
- (iv) Certificate in Project Management from a recognized institution;
- (v) Leadership course lasting not less than four (4) weeks work from a recognized institution;
- (vi) Proficiency in Computer Applications;
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Demonstrated merit and ability as reflected in performance and results.

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**4. DEPUTY LEGAL SERVICES MANAGER SCALE M14 (1 POST)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

**REF. NO. KMTC/QP- 12/ EAF/ 15/ 2019**

**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Job Summary**

The Deputy Legal Services Manager will report to the Legal Services Manager. Duties and Responsibilities at this level entail deputizing the Legal Services Manager in advising the College on legal and regulatory matters including assisting in Board meetings; advising on negotiations and taking part in corporate agreements; advising on principles of corporate governance; prosecution and representing the College in law courts and *quasi judicial* tribunals.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Chief Legal 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 (8) years with three (3) years in a Management capacity;
- (ii) Been an Advocate of the High Court of Kenya;
- (iii) Have a Masters degree in Law from a recognized institution;
- (iv) Have a Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Fulfilled the requirements of chapter Six of the Constitution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**5. PRINCIPAL PLANNING OFFICER, SCALE M13 (1 POST)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

**REF. NO. KMTC/QP- 12/ EAF/ 16/ 2019**

**TENABLE: KMTC HEADQUARTERS, NAIROBI**

**(a) Job Summary**

Duties and responsibilities at this level will involve: project monitoring, evaluation and reporting; economic planning; production and compilation of statistical data; initiation of College planning policies, collection and presentation of statistical data in the form of survey reports and bulletins. In addition, the officer will be required to supervise staff working under him/her.

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**(b) Professional qualifications and experience**

For appointment to this level an officer must have; -

- (i) Served in the grade of Senior Economist/Senior Planning officer or in a comparable position in the Public Service or a reputable Private Sector Organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iii) Master's Degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in Computer applications; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**6. LECTURER II (SOCIAL WORK) SCALE M10 (4 POSTS)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

**REF. NO. KMTC/QP- 12/ EAF/ 17/ 2019**

**TENABLE: KMTC VARIOUS CAMPUSES**

**(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: Social Work, Sociology, Mental Health or Anthropology from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Social Work, Sociology, Mental Health or Anthropology from a recognized institution; and

- a) Practiced in their relevant field for a minimum period of six (6) years; and

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- b) Shown merit and ability as reflected in work performance and results.
- (ii) Been Registered by the relevant professional body where applicable;

**7. LECTURER II (MENTAL HEALTH) SCALE M10 (4 POSTS)**

**TERMS OF SERVICE: 3 YEAR CONTRACT**

**REF. NO. KMTC/QP- 12/ EAF/ 18/ 2019**

**TENABLE: KMTC VARIOUS CAMPUSES**

**(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: Mental Health or Psychiatry from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: Mental Health or Psychiatry 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.

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**8. DRIVER III, SCALE M4 (27 POSTS)**  
**TERMS OF SERVICE: 3 YEAR CONTRACT**  
**REF. NO. KMTc/qp- 12/ EF/ 19/ 2019**  
**TENABLE: KMTc VARIOUS CAMPUSES**  
**RE-ADVERTISEMENT**

**(a) Job Summary**

This is the entry grade into this cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; ensuring safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Passed a Suitability test for Driver Grade III;
- (v) Passed Practical Test for Drivers;
- (vi) A valid Certificate of Good Conduct from the Kenya Police; and
- (vii) At least two (2) years driving experience.

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