



## KENYA MEDICAL TRAINING COLLEGE (KMTC)

*KMTC is an ISO 9001:2015 Certified Institution  
Certification Body: Kenya Bureau of Standards (KEBS)*

### VACANCIES – INTERNAL ADVERTISEMENT

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. **SENIOR CHIEF PRINCIPAL LECTURER, SCALE M16 (2 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/AS 1/2019

(a) **Job Summary**

Duties and responsibilities at this level will include: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the college; coordination and utilization of teaching facilities; liaison matters between departments and amongst students; offer advice and guidance to junior lecturers; supervise service students on research; providing clinical services and initiation, formulation and implementation of new training strategies.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Chief Principal Lecturer/ Academic Registrar or in a comparable and relevant position;

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- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Attended a Strategic Leadership Development Programme from a recognized institution;
- (v) Published at least three (3) Publications in a peer research/review journal;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

## 2. CHIEF PRINCIPAL LECTURER, SCALE M15 (3 POSTS)

Ref. No. KMTC/QP- 12/ IAD/AS 2/2019

### (a) Job Summary

Duties at this level will involve: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; planning, controlling and coordinating of training activities in the institution; interpreting and implementing government policies as promulgated from time to time by relevant regulatory authorities; developing policies to govern academic and teaching standards within the institution; liaising with other medical, academic and research institutions and; overall development of the institution.

### (b) Professional qualifications and experience

For appointment to this grade, an officer must have:

- (i) Served in grade of Senior Principal Lecturer/Deputy Registrar or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Attended a Strategic Leadership Development Programme from a recognized institution;
- (v) Published at least two (2) Publications in a peer research/review journal;
- (i) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

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3. **SENIOR PRINCIPAL LECTURER, SCALE M14 (10 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/AS 3/2019**

(a) **Job Summary**

Duties at this level will involve: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the college; administration and management of courses; overall development of departments; provision of regular department reports; maintenance of academic standards in a centre; supervision of various sections in the center; coordination and utilization of teaching facilities; liaison matters between departments and amongst students; offer advise and guidance to junior lecturers; supervise service students on research; and initiation, formulation and implementation of new training strategies.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have: -

- (ii) Served in the grade of Principal Lecturer or in a comparable & relevant position for a minimum period of three (3) years;
- (iii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iv) Attended a senior management course lasting for not less than four (4) weeks from a recognized institution;
- (v) Published at least one (1) Publication in a peer research/review journal within the last three (3) years;
- (vi) Been registered by the relevant professional body where applicable;
- (vii) At-least a Certificate in teaching methodology course from a recognized institution; and
- (viii) Shown merit and ability as reflected in work performance and results.

4. **PRINCIPAL LECTURER, SCALE M13 (40 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/AS 4/2019**

(a) **Job Summary**

Duties at this level will involve: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; supervision of officers in-charge of Clinical areas; planning and implementation of teaching and practical placement; master rotations for students; designing and developing educational instruments for assessing students; developing guidelines for evaluation of health teaching materials; coordinating training activities for various courses

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and programmes; conducting high level seminars/workshops or symposium for staff development in the respective training centres; providing clinical services; planning and conducting relevant research; planning schemes of work, lesson plans and lecture materials in the respective departments.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Lecturer or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Biochemistry, Parasitology, Microbiology, Chemistry or any other relevant field from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and a Management Course lasting not less than four (4) weeks from a recognized institution.

- (iii) Developed at least three (3) teaching manuals;
- (iv) Been registered by the relevant professional body where applicable;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**(NOTE: The Grades of Senior Lecturer / Principal Lecturer, Scale M12/M13 form a Common Establishment for Professional Degree holders in Pharmacy, Dentistry and Medicine)**

**5. SENIOR LECTURER, SCALE M12 (60 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/AS 5/2019**

(a) **Job Summary**

Duties at this level will involve:- participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; planning, developing and evaluating relevant and usable teaching materials; identifying health problems; planning and conducting relevant research; planning, developing and evaluating curricular in the specific area of specialization; guiding and counseling students in matters of their academic and social welfare; evaluating teaching and learning activities; providing clinical services and directing and coordinating courses assigned from time to time.

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Lecturer I or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other relevant field from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

- (iii) Been registered by the relevant professional body where applicable;
- (iv) Developed at least two (2) teaching manuals;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

6. **LECTURER I, SCALE M11 (20 POSTS)**

**Ref. No. KMTC/QP- 12/ IAD/AS 6/2019**

(a) **Job Summary**

Duties at this level will involve; participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; guiding and counseling students in matters related to their academic and social welfare; designing and developing instruments to assess health training needs; developing guidelines for evaluation of health teaching materials for different health fields; evaluating training programmes to determine their effectiveness and relevance with present and future health needs in the area of specialization; developing guidelines for reviewing competence based curriculum in the health field; planning and organizing Continuing Education Programmes for health workers in relevant areas; undertaking consultancy in the area of specialization; coordinating research in the area of specialization; formulating and implementing new training strategies; supervising post basic students on research projects; identifying staff development needs; provide clinical services, providing research-related consultancy services, developing guidelines for curriculum development and review.

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Lecturer II or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Developed at least one (1) teaching manual;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**(NOTE: The Grades of Lecturer II / Lecturer I, Scale M10/M11 form a Common Establishment for relevant Degree holders)**

**7. DEPUTY REGISTRAR, SCALE M14 (4 POSTS)**  
**Ref. No. KMTTC/QP- 12/ IAD/AS 7/2019**

(a) **Job summary**

The duties and responsibilities at this level will entail: coordinating the design, development and review of curriculum; mobilization of resources for research activities; coordination of research activities in the college; coordination of college examinations; compiling of academic reports; coordination of curriculum and admission of students; maintenance of students discipline and welfare; advising on best management and administration of students affairs; initiating collaboration and partnership in examinations with relevant institutions; development and maintenance of ethics and professional conduct and standards in the college.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Principal Lecturer or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Attended a senior management course lasting for not less than four (4) weeks from a recognized institution;

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- (iv) Published at least one (1) Publication in a peer research/review journal within the last three (3) years;
- (v) Been registered by the relevant professional body where applicable;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

**8. PRINCIPAL LIBRARIAN, SCALE M13 (1 POST)**

**Ref. No. KMTC/QP- 12/ IAD/AS 8/2019**

**(a) Job Summary**

Duties and responsibilities at this level will include: financial and administrative management of Library services and facilities; ensuring implementation of work programmes; information retrieval and dissemination; budgeting for Library services; coordinating the establishment of Information centres in the institution; training, supervising and guiding technical staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Librarian or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

**OR**

A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;

- (iii) A Senior Management Course lasting not less than four (4) weeks;
- (iv) A Certificate in Computer Applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**9. CHIEF LIBRARIAN, SCALE M12 (1 POST)**

**Ref. No. KMTC/QP- 12/ IAD/AS 9/2019**

**(a) Job Summary**

Duties at this level will involve: ensuring smooth and efficient running of the Library Services; preparing work plans for library staff and coordinating their activities; preparing departmental quarterly reports; ensuring the training and development of library staff, including staff appraisal.

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Librarian or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

**OR**

A Diploma in Library studies or Information Science or their recognized equivalent qualifications; and a Supervisory Skills Course from a recognized institution;

- (iii) A Certificate in Computer Applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

**10. PRINCIPAL ADMINISTRATIVE OFFICER, SCALE M13 (1 POST)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 1/2019**

(a) **Job Summary**

Duties at this level will entail: implementing policies on maintenance of buildings and equipment; preparation of briefs, policies and memos; handling parliamentary queries; review, disseminate and implement college administrative policies; coordination of disaster management and emergency response; supervision of transport; provision of office accommodation; preparation of Budget, Quarterly and Annual reports.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Chief Administrative Officer in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;
- (iii) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Be proficient in Computer Applications; and
- (v) Have demonstrated merit and ability as reflected in work performance and results.

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11. **CHIEF ADMINISTRATIVE OFFICER, SCALE M12 (2 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 2/2019

(a) **Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Senior Administrative Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;

**OR**

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results;

12. **SENIOR ADMINISTRATIVE OFFICER, SCALE M11 (2 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 3/2019

(a) **Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

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(b) **Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Administrative Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Social Sciences or its equivalent from a recognized institution;

**OR**

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and

- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results;

**13. CHIEF ACCOUNTANT, SCALE M12 (3 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 4/2019**

(a) **Job Summary**

Work at this level involves: organization and management of the Finance / Accounts unit, directing, controlling and co-ordinating both routine and non-routine accounting matters; interpretation and implementation of financial policies, budgeting, management accounting methods and financial returns, and be responsible for training and development of Finance /Accounts staff under him or her.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Accountant or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Commerce (Accounting or finance option) from a recognized Institution and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;

**OR**

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification; and

A Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- (iii) Demonstrated merit and ability as reflected in work performance and results.

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14. **CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M12 (1 POST)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 5/2019**

(a) **Job Summary**

An officer at this level will be involved in various human resource management activities, which will include: recruitment, appointment, promotion, remuneration, training, development and welfare of staff for the college. In addition, the officer will be responsible for development, interpretation and updating of human resource management policies and procedures in conjunction with the Heads of Departments within KMTC.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Management Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management and part II of CPS or a Diploma in Human Resource Management or Industrial Relations from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

15. **SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M11 (3 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 6/2019**

(a) **Job Summary**

Duties and responsibilities will involve: coordinating human resource activities, which will include: recruitment, deployment, training and development of staff, discipline, Industrial Relations and staff welfare. The officer will also supervise staff working under him/her.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Management Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: Sociology, Public/ Business Administration, Human resource Management and Part I of CPS **OR** a Diploma in Human Resource Management or Industrial Relations from a recognized institution; and;
- (iii) Demonstrated merit and ability as reflected in work performance and results.

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16. **EXECUTIVE SECRETARY, SCALE M12 (3 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 7/2019

(a) **Job Summary**

An officer at this level will be attached to the office of the Chief Executive or one of the senior offices in the institution and will perform secretarial duties. Work at this level will include: management of the office; supervision, deployment, training, inducting, counseling, mentoring and offering of professional advice to secretarial staff. The officer may also be called upon to assist in managing the secretarial function.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Personal Secretary or any other relevant and comparable position for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

**OR**

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m) / Computerized Document Processing III;
- (b) Shorthand III (120 w.p.m.);
- (c) Business English III/Communication II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III;

**OR**

A Diploma /Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

17. **SENIOR PERSONAL SECRETARY, SCALE M11 (2 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 8/2019

(a) **Job Summary**

Duties and responsibilities at this level will entail: recording dictation in shorthand and transcribing it in typewritten form; typing from drafts, manuscripts or recording from dictation machine; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and

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(b) **Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Supervisor I, or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors degree in Telecommunication Technology or equivalent qualification from a recognized institution;

**OR**

- A Diploma in telecommunication operation management or its equivalent qualification from a recognized institution;
- (iii) Attended an Advanced Supervisory management course or Instructor Training Course;
- (iv) Attended and passed an instructor's training course for telephone supervisors lasting not less than four (4) months from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Possess good oral and written communication skills in both English and Kiswahili; and
- (vii) Demonstrated merit and ability in the Management of telephone services.

19. **CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, SCALE M12 (2 POSTS)**

**Ref. No. KMTC/QP- 12/ IAD/SS 10/2019**

(a) **Job Summary**

Duties and responsibilities at this level will include: reviewing, up-dating, interpreting and implementing existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; initiation of policy review and updating of existing regulations; conducting market survey and research; preparing procurement plans. In addition, the officer will be involved in tender committee secretarial duties and implementation of policy decision.

(b) **Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution; and  
A Diploma in Supply Chain management or its equivalent; and attended a Supervisory Skills Course from a recognized institution.
- (iii) Demonstrated a high administrative capability in the management procurement services.

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20. **SECURITY OFFICER II, SCALE M9 (1 POST)**

Ref. No. KMTC/QP- 12/ IAD/SS 11/2019

(a) **Job Summary**

An officer at this level will assist the Chief Security Officer in the management of security services in the College and will be responsible for security, discipline, training and development matters of the security staff; security inspections; detection and prevention of crimes; crowd control; detention of unauthorized persons and vehicles; designing security documents and related information; administration of emergency operations; and prevention and detection of crimes.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Security officer or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Diploma in any Social Science or in a security related course from a recognized institution;
- (iii) Undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- (iv) A certificate of Good Conduct from the Kenya Police;
- (v) A First Aid Certificate from St. John's Ambulance or its equivalent from a recognized Institution;
- (vi) Proven professional competence and ability for co-ordination, control and supervision of a large number of security staff; and
- (vii) Demonstrated merit and ability in work performance and results

21. **SENIOR SUPPORT STAFF SUPERVISOR, SCALE M8 (45 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 12/2019

(a) **Job Summary**

This will be the highest grade in the Support staff cadre. Duties at this level will involve: overall management and supervision of the support staff working in the institution; overall planning and implementation of effective support services; liaising with other heads of department/sections on matters pertaining to Support staff services and effective representation of the Support staff in management meetings.

(b) **Professional qualification and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Cleaning Supervisor I / Support Staff Supervisor I or in a comparable & relevant position for a minimum period of three (3) years;
- (ii) Attended a Senior Supervisory Course; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

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22. **PRINCIPAL DRIVER, SCALE M11 (1 POST)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 13/2019**

(a) **Job Summary**

This will be the highest level for the drivers' cadre. Duties and responsibilities at this level will involve driving a motor-vehicle as authorized; carrying out minor mechanical repairs; recognizing and reporting abnormal operations of the vehicle; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Driver or in a comparable position for a minimum period of three (3) years;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) A refresher course for drivers lasting not less than one (1) week within every three (3) years from a recognized institution;
- (v) A valid Certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Defensive Driving Certificate from a recognized and valid driving institution; and
- (viii) Demonstrated merit and ability in driving and maintenance of vehicles.

23. **CHIEF DRIVER, SCALE M10 (2 POSTS)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 14/2019**

(a) **Job Summary**

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

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(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Driver I or in a comparable position for a minimum period of three (3) years;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A valid Certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Defensive Driving Certificate from a recognized and valid driving institution; and
- (viii) Demonstrated merit and ability in driving and maintenance of vehicles.

24. **SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, SCALE M11 (1 POST)**  
**Ref. No. KMTC/QP- 12/ IAD/SS 15/2019**

(a) **Job Summary**

Duties and responsibilities at this level will include: coding and testing computer programmes; performing technical and systems documentation tasks on database maintenance; developing a systematic coding system; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); design and programme specifications in direct liaison with users; development, implementation and maintenance of systems projects; supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards; designing, scheduling and managing training for users; carrying out programming and systems training for the officers; and assisting in feasibility studies.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Information Communication Technology Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution.

**OR**

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution; and

A Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

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OR

- A Higher Diploma in Computer Science/ICT / Systems Administration or its equivalent qualification from a recognized institution; and  
 (iii) Demonstrated merit and ability as reflected in work performance and results.

25. **PRINCIPAL INTERNAL AUDITOR, SCALE M13 (1 POST)**

Ref. No. KMTC/QP- 12/ IAD/SS 16/2019

(a) **Job summary**

Duties and responsibilities at this level will entail: management of audit reports and investigations; budget monitoring and evaluation; participating in planning, designing, development and operations of major computer based systems to determine whether adequate control systems are in place; and ensuring systems testing is performed at appropriate stages.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Internal Auditor or in a comparable position or relevant position for a minimum period of three (3) years;
- (ii) Be in possession of Bachelors of commerce degree (Accounting/ Finance) option and holds a post graduate Diploma in Auditing or its equivalent;

OR

Have served in the grade of Chief Internal Auditor for at least three (3) years and be in possession of CPA Part III or CIA Part IV;

OR

Have served in the grade of Chief Internal Auditor for at least five (5) years and be in possession of CPA Part II or CIA Part III;

- (iii) Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Have demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising financial and management audits as well as running an audit unit effectively.

26. **SENIOR INTERNAL AUDITOR, SCALE M11 (3 POSTS)**

Ref. No. KMTC/QP- 12/ IAD/SS 17/2019

(a) **Job summary**

Duties and responsibilities at this level will include: evaluation and implementation of audit reports; reviewing audit working papers; ensuring maintenance of high audit standards and overseeing adherence to plans, budgets and work schedules; ensuring compliance with existing regulations, instructions and procedures in financial and other operations; verifying and pre-auditing the College Accounts, Statement of assets and liabilities, fund accounts and annual audited statements;

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carrying out investigations and heading special audit tasks; and preparing annual audit reports/returns for the College.

(b) **Professional qualifications and experience**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Internal Auditor 1 for a minimum period of three (3) years;
- (ii) A Bachelor of Commerce (Accounting/Finance option) or equivalent qualification with CPA II or CIA III;

**OR**

Passed CPA III or Certified Internal Auditor (CIA) IV;

**OR**

Possession of CPA I/ Certified Internal Auditor (CIA) II or Diploma in Auditing;  
and

- (iii) Demonstrated a high degree of competence and capabilities in conducting and supervising both financial and management audits.

**27. CHIEF HOUSEKEEPER/CATERESS, SCALE M12 (1 POST)**

**Ref. No. KMTTC/QP- 12/ IAD/SS 18/2019**

(a) **Job Summary**

Duties and responsibilities at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; ensure compliance with occupational safety and health requirements; maintenance of nutritional standards in menus; ensuring environmental safety; infection control; and overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively. In addition, the officer will direct the daily operations of food and/or hostel services; ensuring general welfare of students and/or patrons; direct, control and train staff working under him/her.

(b) **Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Housekeeper/Cateress or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Home Economics or its equivalent from a recognized institution.

**OR**

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution; and attended a Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;

- (iii) Demonstrated outstanding administrative capability in managing housekeeping/catering services in a large institution.

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Applicants whose backgrounds and competencies match the specifications are invited to send their applications, quoting the vacancy position and enclosing updated curriculum Vitae, copies of Academic and professional Certificates, National Identity card and day time telephone contact, to:

**CHIEF EXECUTIVE OFFICER  
KENYA MEDICAL TRAINING COLLEGE  
P O BOX 30195- 001000  
NAIROBI**

So as to reach him not later than **Monday 8<sup>th</sup> July 2019.**

*The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing affirmative action. In this regard women, persons with disability and minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.*

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