



KENYA MEDICAL TRAINING COLLEGE (KMTC)

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

VACANCY ANNOUNCEMENT

The Kenya Medical Training College (KMTC) is a State Corporation established by an Act of Parliament, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector to serve the Kenyan interests, East Africa and beyond.

The Board of Directors seeks to recruit a result oriented person to oversee the implementation of the USAID Msingi Imara Project for Human Resources for health, Quality management and community health systems for selected Counties in Kenya. We are looking for competent, result oriented, knowledgeable, dynamic, visionary and experienced persons to fill the following vacant positions tenable at the Kenya Medical Training College Headquarters.

1. CHIEF OF PARTY, JOB GRADE KMTC 2 (1 POST)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/4/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Overall management and operations of the project in liaison with USAID
- (ii) Supervise activity implementation and ensure that the program meets its goals and reporting requirements
- (iii) Take leadership role in coordination among USAID, key stakeholders and other implementing partners.
- (iv) Serve as the project's main point of contact with USAID, on routine and strategic matters
- (v) Making key decisions and solving problems in short timeframes while ensuring operational and program quality and integrity.
- (vi) Interact with numerous Government of Kenya institutions and senior-level national and county-level government officials
- (vii) Oversee and supervise the project staff

Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER

DATE: 12.07.23

(b) Professional qualifications and experience

- (i) Twelve (12) years' experience in a Senior role leading a complex program of similar scope and donor value.
- (ii) A Masters Degree in Public Health, Management, Social sciences or a related field
- (iii) Ten (10) years experience in building partnerships
- (iv) Politically savvy
- (v) Interpersonal skills
- (vi) Copies of membership certificates of professional registration

2. HRH TECHNICAL OFFICER, JOB GRADE KMTC 6 (3 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/5/ 2023

TENABLE: KMTC FIELD SITES OR HEADQUARTERS, NAIROBI

(c) Job Summary

Duties and responsibilities at this level will entail:

- (i) Strengthen Human Resources for Health management systems to improve equity, resource optimization, and quality of essential health services.
- (ii) Overall management and operations of the project in liaison with USAID
- (iii) Strengthen health workforce performance management, support counties to improve workplace environment, and strengthen HRH management deployment and retention Coordination of activities between USAID, key stakeholders and implementing partners.

(d) Professional qualifications and experience

- (i) A Bachelor's degree in HR, Health Systems Strengthening, social sciences or a health-related field is required; and additional post graduate certifications are an added advantage.
- (ii) A master's degree is an added advantage
- (iii) Minimum of 4 years working experience in an NGO or Government Agency managing HRH issues in a health sector set up.
- (iv) Excellent understanding of Ministry of Health, county governments and medical training institutions operations especially on human resource management and training processes.

3. ASSISTANT PROJECT OFFICER, J/G KMTC 8 (3 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/6/ 2023

TENABLE: KMTC FIELD SITES OR HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Responsible to the HRH Technical Officer
- (ii) Program administration including scheduling meetings
- (iii) Organizing logistics for program activities
- (iv) Preparing requisitions, organizing meeting venue, filing activities accountability documents and reports and general filing of program documents and reports in designated filing system or shared folders.
- (v) Project driver

(b) Professional qualifications and experience

- (i) A Bachelor's degree in social sciences or a health-related field is required; and additional post graduate certifications are an added advantage.
- (ii) Minimum of 2 years working experience in an NGO or Government Agency with multi-cultural staff.
- (iii) A valid over 5years class BCE driving licence and defensive driving certification Copies of membership certificates of professional registration

4. FINANCE, GRANTS & COMPLIANCE OFFICER J/G KMTC 6 (1 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/7/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Responsible to the Finance and Administration Manager
- (ii) Manages the day-to-day operations of the accounting unit.
- (iii) Responsible for ensuring compliance with donor rules and regulation and adherence to policies and procedures.
- (iv) Responsible for managing the sub awards on day to day basis.
- (v) Project Financial reporting

(b) Professional qualifications and experience

- (i) A Bachelor's degree in Accounting
- (ii) Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA, or a Master's degree in Accounting.
- (iii) Membership to the relevant professional body

Approved for Advertisement

Dr. Kelly Oluoch

CHIEF EXECUTIVE OFFICER



DATE: 10.07.23

- (iv) Minimum three years' experience of managerial experience in the financial area of a non-profit organization or five years of managerial experience in finance in an international commercial organization.
- (v) Requires extensive experience in working with computerized accounting systems, standard spreadsheet and database programs.
- (vi) Knowledge of USAID and other similar organizations a plus

5. HUMAN RESOURCE AND ADMINISTRATION OFFICER J/G KMTC 6 (1 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/8/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Responsible to the Finance and Administration Manager
- (ii) Responsible for implementation of the Project HR policies in line with USAID Rules and Regulations and KMTC personnel policy
- (iii) Supervision of the administrative functions of Human Resource management
- (iv) Staff training and development
- (v) Staffing requirements, staff welfare
- (vi) Facilitate the preparation of the staff monthly payroll, leave, medical scheme
- (vii) Development of HR policies and related HR matters

(b) Professional qualifications and experience

- (i) Bachelor's Degree in any of the following fields: 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
- (ii) Have served in the grade of Human Resource Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of five (3) years
- (iii) Membership to the relevant professional body
- (iv) Knowledge of USAID and other similar organizations a plus

6. PROCUREMENT AND LOGISTICS OFFICER J/G KMTC 6 (1 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/9/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Member of the support team and will help manage all procurement, logistical functions and programmatic support to the USAID Misingi Imara Project.
- (ii) Organizing and facilitating project staff travel, accommodation, fleet management and maintenance, procurement of project and training materials.
- (iii) Responsible for assets and inventory management
- (iv) Fleet management
- (v) Assist in developing divisional work plans to ensure smooth and consistent functionality of all departments at all times

(b) Professional qualifications and experience

- (i) Degree or equivalent in Purchasing and Supply Chain Management, Management and Business/Public Administration or related field.
- (ii) Procurement Practitioner Certification would be considered a significant asset
- (iii) A minimum of 2 years of relevant experience for Degree or 4 years of relevant experience for certificate in procurement and or supply chain management.
- (iv) Experience in procuring requirements, hotel bookings, air ticketing and fleet management.
- (v) USAID experience and working knowledge of the USAID rules and regulations
- (vi) Experience in procuring multiple-value requirements(experience in establishing long-term supply contracts would be an advantage)
- (vii) Membership to the relevant professional body

7. KNOWLEDGE MANAGEMENT TECHNICAL OFFICER J/G KMTC 6 (1 POSTS)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/10/ 2023

TENABLE: KMTC HEADQUARTERS, NAIROBI

(a) Job Summary

Duties and responsibilities at this level will entail:

- (i) Serve as a member of the implementation team in managing the Learning and Knowledge Management (KM) component of the USAID Misingi Imara Project.
- (ii) Design and implement the project's knowledge management action plan.

Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER



DATE: 10.07.23

- (iii) Apply adaptive learning and design strategies to address the knowledge-related aspects of the project.
- (iv) Partner with program team and technical experts at the National and County level to strengthen the rapid generation and application of learning for improvement of program interventions.
- (v) Amplify lessons from locally developed and lead adaptive learn solutions to enhance collaborating learning and adapting practices in project implementation.
- (vi) Strengthen technology - and non-technology-based learning systems to improve access to, use, and re-use of knowledge assets - expanding availability and access to USAID Misingi Imara's learning experiences.
- (vii) Provide strategic support to structured learning activities, synthesizing, and documenting the project's lessons and challenges to inform current and future programs.
- (viii) Support Counties, National level and Project's implementation team to initiate and strengthen the performance of communities of practice (COPs); improve their visibility; coordinate peer learning; document and share lessons from across CoPs.
- (ix) Maximize collaboration with teams working in monitoring and evaluation and project implementation for data visualization, documentation, organizational learning, and information management.
- (x) Build reciprocal rapport with all levels of staff, departments, project functions, and within the cluster offices where the Project works.

(b) Professional qualifications and experience

- (i) A Bachelor's Degree in any of the following areas of study: public health, anthropology, organizational learning, monitoring and evaluation, social behavior change communication, knowledge management, or related fields.
- (ii) Minimum 4 years of progressive experience designing and implementing knowledge management or learning strategies and actions.
- (iii) Experience providing strategic support to advance knowledge capture, curation, synthesis, dissemination, storage, and use for development project or organization.
- (iv) Familiarity with linking project-level and organizational-level knowledge management (KM).
- (v) Excellent oral and written communications skills, and ability to communicate effectively, instilling trust and confidence.

Successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter 6 of the Constitution 2010:

- (i) Certificates of clearance from Kenya Revenue Authority (KRA);
- (ii) Ethics and Anti-Corruption Commission (EACC);
- (iii) Higher Education Loans Board (HELB);
- (iv) Credit Reference Bureau (CRB) and valid Certificate of Good Conduct from Directorate of Criminal Investigation (DCI).

Applicants whose background and competencies match the above specifications are invited to send their applications, quoting the Position and vacancy reference number and enclosing updated Curriculum Vitae, copies of academic and professional Certificates, National Identity card and day time telephone contact, to:

**THE CHIEF EXECUTIVE OFFICER
KENYA MEDICAL TRAINING COLLEGE
PO BOX 30195 - 00100
NAIROBI.**

So as to reach him not later than Friday, 21st July 2023

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.



Quality Health Training towards realization of Vision 2030



Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER

DATE: 10.07.23