



ISO 9001:2015 Certified

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, and falls under the Ministry of Health. Founded in 1927, the College is entrusted with the role of training various disciplines in the health sector, conducting research and consultancy.

The KMTC Board of Directors seek to recruit competent, result oriented, knowledgeable, dynamic, visionary and experienced persons to fill the following vacant positions tenable at the Kenya Medical Training College Headquarters and its various Campuses.

1. **PLANNING MANAGER, JOB GRADE KMTC 3 (1 POST)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/26/2024
TENABLE: KMTC HEADQUARTERS

(a) Job Summary

An officer at this level will be responsible for the general direction of the economic planning function and production of statistical data at the College; implementing and appraising College projects, preparation of institutional development plans, strategies, policies and programmes; collection, collation, analysis and presentation of statistical data in the form of survey reports and bulletins; direction, control and coordination of planning activities within the College; and coordination of staff development and training activities within the Division.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) Served at the level of Deputy Planning Manager or in a comparable position in the Public Service or a reputable private sector organization for at least ten (10) years, with at least five (5) years' experience in a management capacity;
- (ii) A Bachelor's degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iii) A Master's degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iv) Leadership course lasting not less than four weeks from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

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Dr. Kelly Oluoch

CHIEF EXECUTIVE OFFICER

Date: 13/05/24

2. **DEPUTY FINANCE MANAGER, JOB GRADE KMTC 4 (1 POST)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/27/2024
TENABLE: KMTC HEADQUARTERS

(a) **Job Summary**

Duties and responsibilities at this level will entail: preparation of budget of recurrent votes; monitoring expenditure on projects and programme implementation on a periodic basis; ensuring timely corrective measures have been undertaken; financial evaluation and processing of major policy changes; communication of approved annual estimates to various departments and ensuring there is timely adjustments of time-plan commensurate with the resources voted in the budget; initiation of proposals seeking funds for additional expenditure and re-allocation of voted funds during the year; preparation of management and statutory reports including final accounts; development of supplementary financial regulations and procedures to enhance internal controls; authorization of payments and inform signing of cheques subject to limits set by the Board; supervision, training, development and deployment of staff in the Division; and handling disciplinary matters in the Division.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Finance Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of eight (8) years, with at least three years in a management capacity;
- (ii) Have a Bachelor's degree in Commerce (Accounting or Finance option) and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;
- (iii) Have a Master's degree in Business Administration (MBA) or a Master's degree in a Finance related discipline or its equivalent from a recognized institution;
- (iv) Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- (v) Have attended a Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Be proficient in Computer Applications;
- (vii) Fulfil the requirements of Chapter Six of the Constitution; and
- (viii) Have demonstrated merit and ability as reflected in work performance and results.

3. **PRINCIPAL PLANNING OFFICER, JOB GRADE KMTC 5 (1 POST)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/28/2024
TENABLE: KMTC HEADQUARTERS

(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) Requirements for Appointment

For appointment to this level a candidate 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 six (6) years, with at least three (3) years in supervisory level;
- (ii) A Bachelor's degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iii) A Master's degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- (iv) A Certificate in a Management course lasting not less than four weeks from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

4. SENIOR LECTURER (PHARMACY), JOB GRADE KMTC 6 (10 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/29/ 2024

TENABLE: VARIOUS KMTC 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-curricular 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.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in Pharmacy;
- (ii) Been Registered by the relevant professional body where applicable;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

5. SENIOR LECTURER (COMMUNITY ORAL HEALTH), JOB GRADE KMTC 6 (5 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/30/ 2024

TENABLE: VARIOUS KMTC 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

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extra-curricular 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.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in Dental Surgery or Community Oral Health
- (ii) Been Registered by the relevant professional body where applicable.
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

6. LECTURER II (CLINICAL MEDICINE), JOB GRADE KMTC 8 (30 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/31/ 2024

TENABLE: VARIOUS KMTC 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-curricular 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 Clinical Medicine;

OR

A Higher Diploma in Clinical Medicine Ophthalmology, Dermatology & Venereology, Orthopaedics & Trauma Medicine, Anaesthesia, Emergency and Critical Care Medicine, Chest Medicine Paediatrics, ENT Head and Neck Surgery, Audiology & Hearing Care Technology, Speech and Language Pathology, Nephrology, Oncology and Palliative Care, Ophthalmology and Cataract Surgery, Ophthalmology, Low Vision and Refraction, Reproductive Health, Family Health and Mental Health and Psychiatry and practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional body;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

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7. **LECTURER II (NURSING), JOB GRADE KMTC 8 (50 POSTS)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/32/ 2024
TENABLE: VARIOUS KMTC 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-curricular 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 Nursing or any other relevant field from a recognized institution;

OR

A Higher Diploma in Anaesthesia, Critical Care, Palliative Care, Oncology, Mental Health, Nephrology or Peri Operative and practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional;
 (iii) Proficiency in Computer Applications; and
 (iv) Fulfilled the requirements of Chapter Six of the Constitution.

8. **LECTURER II (ORTHOPAEDIC & TRAUMA MEDICINE), JOB GRADE KMTC 8 (15 POSTS)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/33/ 2024
TENABLE: VARIOUS KMTC 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-curricular 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) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in Clinical Medicine with Diploma in Orthopaedic and Trauma Medicine;

OR

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Date: 13/05/24

A Higher Diploma in Clinical Medicine and Surgery (Orthopaedic and Trauma) and practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional body;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

9. LECTURER II (MEDICAL SOCIAL WORK), JOB GRADE KMTC 8 (15 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/34/ 2024
TENABLE: VARIOUS KMTC 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-curricular 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 Medical Social Work or any other relevant field from a recognized Institution;
- (ii) Been registered by the relevant professional body;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

10. LECTURER II (HEALTH RECORDS AND INFORMATION TECHNOLOGY),
JOB GRADE KMTC 8 (20 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/35/ 2024
TENABLE: VARIOUS KMTC 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.

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(b) Professional qualifications and experience

For appointment to this level a candidate must have; -

- (i) A Bachelor's degree in Health Records and Information Technology;
- (ii) Been registered by the relevant professional body;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

11. LECTURER II (MEDICAL ENGINEERING), JOB GRADE KMTC 8 (15 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/36/ 2024

TENABLE: VARIOUS KMTC 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-curricular 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) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) A Bachelor's degree in Medical Engineering/ Industrial Technology /Biomedical Engineering Education Technology;

OR

A Higher Diploma in Diagnostic Equipment, Dialysis and Therapeutic Equipment and practiced in their relevant field for a minimum period of six (6) years;

- (i) Been registered by the relevant professional body;
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

12. LECTURER II (MEDICAL LABORATORY SCIENCE), JOB GRADE KMTC 8 (5 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/37/ 2024

TENABLE: VARIOUS KMTC 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-curricular 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.

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(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) A Bachelor's degree in Medical Laboratory Science

OR

A Higher Diploma in Blood Transfusion Science, Clinical Chemistry, Haematology, Histopathology and Cytopathology, Microbiology, Virology, Parasitology and Entomology and practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional body;
(iii) Proficiency in Computer Applications; and
(iv) Fulfilled the requirements of Chapter Six of the Constitution.

13. LECTURER II (RADIOGRAPHY AND IMAGING), JOB GRADE KMTC 8 (10 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/38/ 2024

TENABLE: VARIOUS KMTCCAMPUSES

(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-curricular 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) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) A Bachelor's degree in Radiology/Medical Imaging Science;

OR

A Higher Diploma in Radiography and Imaging (Ultra Sonography), Radiation Therapy, Computed Tomography and Magnetic Resonance Imaging and practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional body;
(iii) Proficiency in Computer Applications; and
(iv) Fulfilled the requirements of Chapter Six of the Constitution.

14. LECTURER II (NUTRITION AND DIETETICS), JOB GRADE KMTC 8 (15 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/39/ 2024

TENABLE: VARIOUS KMTC 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-curricular activities in the College; assisting Senior Lecturers in research and development of teaching materials; planning, designing and developing

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Dr. Kelly Oluoch  Date: 13/05/24.
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relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

(i) A Bachelor's degree in Nutrition and Dietetics;

OR

A Higher Diploma in Renal Nutrition and practiced in their relevant field for a minimum period of six (6) years;

(ii) Been registered by the relevant professional body;

(iii) Proficiency in Computer Applications; and

(iv) Fulfilled the requirements of Chapter Six of the Constitution.

15. LECTURER II (DENTAL TECHNOLOGY), JOB GRADE KMTC 8 (5 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/40/ 2024

TENABLE: VARIOUS KMTC 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-curricular 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) Requirements for Appointment

For appointment to this level a candidate must have; -

(i) A Bachelor's degree in Dental Technology;

(ii) Been registered by the relevant professional body;

(iii) Proficiency in Computer Applications; and

(iv) Fulfilled the requirements of Chapter Six of the Constitution.

16. DRIVER II, JOB GRADE KMTC 13 (10 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/41/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

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.

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Date: 19/05/24.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Kenya Certificate of Secondary Education (KSCE) mean grade D+ (Plus) or its equivalent qualification from a recognized institution;
- (ii) Valid Driving License Category D3;
- (iii) 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) Suitability test for Driver Grade III;
- (v) Practical Test for Drivers;
- (vi) Certificate of Good Conduct from the Kenya Police;
- (vii) At least two (2) years driving experience; and
- (viii) Fulfilled the provisions of Chapter Six of the Constitution.

The successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter Six of the Constitution of Kenya 2010: Certificates of clearance from the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB), and valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

Applicants whose background and competencies match the above specifications are invited to make their applications **ONLINE** through the College website <http://recruit.kmtc.ac.ke/jobs>.

For any inquiries, please email recruitment@kmtc.ac.ke.

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificate/s, as well as transcripts during interviews.
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) The applications will be closed on **Friday, 31st May 2024**.

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard, Youth, 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



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Dr. Kelly Oluoch

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[Signature]

Date: 13/05/24