



## **JOB VACANCIES**

AGC Tenwek Hospital is a Christian Community committed to excellence in provision of Compassionate Healthcare, Spiritual Ministry and Training for Service to the Glory of God.

The Hospital is seeking to recruit highly motivated, ministry minded, born again Christians with good standing, demonstrating spiritual maturity, integrity and a calling to serve to fill the following positions:

### **1.HOD CLINICAL MEDICINE**

**Job Summary:** To exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the faculty. To be in charge of the day-to-day affairs of the Training program and ensure to provide the best quality education for the students as required by the regulatory body.

#### **Duties and Responsibilities:**

1. Serve as Head of Department of the training programme.
2. Ensure that the overall education of students is of the highest quality possible.
3. Participate in the preparation of the budget for the college.
4. Attend scheduled college meetings to maintain communication and work as a team.
5. Serve as a member of the College management committee.
6. Ensure that there are job descriptions for departmental teaching staff.
7. Serve on an interview committee for potential students.
8. Represent the college before regulatory bodies and ensure compliance with regulatory regulations.
9. Carry out responsibilities according to the scheduled time.
10. Maintain spiritual growth and assist in the spiritual growth of students.
11. Participate in the discipline of students.
12. Ensure that students' records are properly kept.
13. Maintain Continuous Professional Development.
14. Perform other duties as assigned.

#### **Qualifications and Professional Requirements:**

- **Complete sympathy with the policies, practices and purpose of AGC Tenwek Hospital.**
- **Background with at least a higher national Diploma qualification in the relevant field.**
- **Registered by the regulatory body and have a valid practicing license.**
- **Leadership and administrative ability.**

## **2.NURSE CLINICAL INSTRUCTOR**

### **Purpose of the position:**

To give direction to student nurses, teach and supervise practical nursing procedures.

To evaluate a student's progress in the clinical areas of his/her work and ensure that each student is becoming proficient in the procedures already taught to them.

### **Duties and Responsibility:**

1. Know Procedures and required practices as laid down by the Nursing Procedure Manual, Nursing Council of Kenya, Tenwek KRCHN curriculum, and student placement files.
2. Ensure development of clinical nursing skills of students on the wards and demonstration room in accordance with the Procedure Manual, placement requirements, and other theory taught.
3. Assist students in critical thinking.
4. Encourage students in proper record keeping and reporting.
5. Ensure that students know the diagnosis of their patients and the plan of care for each patient.
6. Ensure students give Health Teaching as required.
7. Assist in coaching students who are preparing for clinical and practical assessments.
8. Ensure that students are supervised when administering drugs.
9. Liase with the nurse in-charge of a ward about available access, required students experience and student concern/discipline.
10. Supervise and encourage students in the fulfillment of required learning experiences.
11. Appropriately document student performance.
12. Write a daily plan for working with students.
13. Attend staff evaluation of students.
14. See that students are in proper uniform.
15. Participate in scheduled and called College meetings.
16. Maintain professional development.
17. Maintain spiritual growth and assist in spiritual growth of students.
18. Assist in other areas and job assigned.

### **Required Qualifications**

- **KRCHN with minimum 2 years of experience**
- **BScN**

### **3. CLINICAL OFFICER**

#### **Purpose of the position:**

The Clinical Officer's job exists to supervise and coordinate the day-to-day patient care activities of the hospital. To provide clinical services mainly in the outpatient and inpatient as required.

#### **Duties and Responsibility:**

1. Provide consultations for patients and their families to make sure they understand medical condition and options for treatment.
2. Participate in program development and in development and implementation of operating policy
3. and procedure of the hospital.
4. Oversee and provide clinical evaluation and/or other related care and consultation to patients as
5. required.
6. Coordinate services with other patient care units as required.
7. Maintain communication with allied services and maintain community liaison as appropriate.
8. Ensure proper care in the use and maintenance of equipment and supplies; promote continuous
9. improvement of workplace safety and environmental practices.
10. Provide direct patient care and consultation.
11. Ensure adherence established clinical policies, protocols, regulations, and standards.
12. Coordinate services with other patient care units, as appropriate, and provide direct patient evaluation and consultation.

#### **Required Qualifications**

- **Diploma in Clinical Medicine and Surgery or a Bachelor Degree in Clinical Medicine from a recognized institution.**
- **Must be a Registered Officer with the Clinical Officer Council.**
- **Valid Practice License.**
- **Basic life support and Advanced Cardiac life support certification.**
- **Proficiency in computer applications.**
- **At least one year of working experience as a Clinical Officer in a busy hospital.**

## 4. PRINCIPAL, SCHOOL OF CHAPLAINCY

### **Purpose of the position:**

Reporting to AGC Tenwek Hospital CEO, the Principal of School of Chaplaincy is under God's guidance to provide inspiring Christian leadership to all who work or study at the school.

### **Duties and Responsibility:**

1. Lead the strategic planning processes within the framework set by the School of Chaplaincy Management Committee, under the authority of Tenwek Hospital.
2. Foster and maintain a clear vision for the future of the School of Chaplaincy that maintains a commitment to worldwide mission and the provision of continuous improvements.
3. Effectively implement the strategic and operational plans agreed with the Management Committee, ensuring they are underpinned by the School's core values.
4. Ensure that the vision, mission and strategic direction of the School is clear, understood and embraced by staff, students, key stakeholders, and the wider supporting community.
5. Regularly evaluate and review the School's Strategic plan ensuring quality improvements are realized, new areas/innovations considered, and feedback is given to the Management Committee as appropriate at regular intervals.
6. Oversee the maintenance of high teaching standards and innovative methods of learning through appropriate personal involvement in teaching and effective leadership of the academic staff.
7. Ensure the processes that determine the quality of curriculum development, teaching, learning and assessment are rigorous and provide a robust basis for improvement whilst meeting the requirements of accrediting agencies.
8. Encourage academic staff to demonstrate the highest levels of teaching and spiritual mentoring for their students, developing appropriate modes of teaching and learning to suit the range of students whilst nurturing both educational excellence and spiritual development.
9. Ensure staff are properly qualified, making provision for their training, development motivation, and support whilst empowering them to take responsibility for their work.
10. Encourage all staff to play active role in the School's promotion and student recruitment.
11. Ensure that all staff set appropriate goals, their respective performances are monitored, and progress reports are relayed accordingly.
12. Promote the concept of faithful Christian stewardship and be accountable to the Management Committee and Tenwek Hospital Finance Department for the funds received by the School.
13. Review and report to the Management Committee in conjunction with the School Accountant, on the School's financial state through timely and appropriate financial reports, including preparation of annual budget.
14. Ensure that School assets are maintained in good condition, disposed where necessary and replaced when appropriate.
15. Communicate effectively with Africa Gospel Church and other stakeholders to build effective partnerships.
16. Ensure that the School complies with the required statutory and regulatory responsibilities, including appropriate oversight of student records.
17. Coordinate graduation exercises.
18. Serve as the Official Secretary of the School of Chaplaincy Management Committee.
19. Through the Tenwek Hospital Board, report the progress of the School to Africa Gospel Church Central Church Council from time to time.

### **Required Qualifications**

- **Minimum of a master's degree in theology or related fields such as Education, Chaplaincy, Counselling, Leadership, Management, or Divinity.**
- **Possess a valid Trainer license with TVETA.**
- **A committed and practising Christian with a strong holiness background.**
- **Trained in Competency-Based Education and Training (CBET) and Competency-Based Assessment (CBA).**
- **Registered with TVET CDACC as an Assessor or Verifier.**
- **Trained in Pedagogy such as Teacher Training, PGDE etc.**
- **Experience in school administration, financial management and chaplaincy in an active ministry setting are an added advantage.**
- **Have experience of not less than 5 years of teaching in a college/institution.**

## **5. INTERNAL AUDIT AND RISK MANAGER**

### **Purpose of the position:**

Reporting to both the Chief Executive Officer (CEO) and Audit & Risk Board Sub-Committee, the Internal Risk & Audit Manager will be responsible for undertaking continuous independent audit engagements and plans and internal control reviews, ensuring that the operations of the Hospital are carried out in line with the documented policies and procedures, comply with legal and statutory requirements.

### **Duties and Responsibility:**

1. Formulation and implementation of all audit policies and work plans in the Hospital.
2. Prepare and implement audit plans to ensure all risks in the auditable areas are fully addressed and periodic audits are completed within the agreed schedule as set out in the annual audit plan.
3. Ensuring that previous year Audit recommendations are implemented, and errors are resolved properly.
4. Document result of Audit testing; develop recommendations and draft Audit reports based on Audit testing.
5. Study and inspect budgets, financial records and statements and assisting the Hospital in preparing them.
6. Develop appropriate risk assessment matrices to be used as a guide in identifying inherent risks and internal/management control processes in all areas.
7. Risk evaluation: review reports on key control weaknesses, detect non-compliance with Hospital policies, guidelines and regulatory requirements and procedures and discuss with relevant departmental heads for action.
8. managing the departmental team through training and development to ensure optimal productivity and high value services.
9. Any other duty as may be assigned by your supervisor

### **Required Qualifications**

- **Bachelor's degree in commerce (Accounting/Finance/Auditing options), Finance, Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution.**
- **CPA-K holder and a member to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant Professional Body.**
- **Possession of Computerized Information system Audit will be an added advantage.**
- **At least five years' experience in the Internal Audit, in an audit firm or in a comparable and relevant position.**
- **Ability to work under pressure and meet deadlines.**
- **Demonstrated professional competence and managerial capability**
- **Proficiency in Computer (Ms Office) and Accounting Systems**
- **Ability to manipulate large amount of data and to compile detailed reports.**
- **High attention to details and excellent analytical skills.**
- **Effective communication (Oral and writing reports) and presentation skills.**

## 6. CREDIT CONTROL OFFICER

### **Purpose of the position:**

The Credit Control Officer will play a crucial role in maintaining the financial stability of the Hospital by ensuring timely payments, fostering strong relationships with corporate customers, and effectively managing accounts receivable. This position contributes significantly to the overall financial health and operational efficiency of the hospital.

### **Duties and Responsibility:**

1. Ensuring stability of cash flows for operational and investment purpose through attaining monthly collection budget.
2. Facilitating effective billing and revenue capture.
3. Overseeing all accounts and customer relationship management.
4. Undertaking account reconciliation and sending out timely client statements letters as per the hospital's credit control policy and timelines.
5. Handling patient disputes regarding bills and negotiating to bring payment within the agreed terms.
6. Handling disputed bills with insurances and negotiating to bring payment within the agreed terms.
7. Championing customer service excellence and continual improvement.
8. Identifying changes in payment patterns and proposing action to avert indebtedness.
9. Developing credit management capacity within the department.
10. Maintenance of all contracts signed with all hospital debtors.

### **Required Qualifications**

- **Bachelor of Commerce in Finance, Accounting, or a related field**
- **Professional qualifications such as Certified Public Accountants (CPA) K/ACCA/CCP**
- **Five years working experience, with two years as a Credit Controller**
- **Experience in a busy hospital environment.**
- **Membership with Institute of Certified Public Accountant of Kenya**
- **Good understanding of IFRS, local tax regulations and statutory financial accounting and reporting.**
- **Expert knowledge in credit management.**
- **Strong leadership skills.**
- **Strong work ethics**
- **Sound problem solving and decision-making skills.**
- **Refined customer service skills.**
- **Excellent negotiations skills**
- **Conversant with accounting packages and accounting software**

## 7. MEDICAL RECORDS & STATISTICS LEAD

### **Purpose of the position:**

The overall purpose of this job is to maintain routine medical record-keeping operations and healthcare information management to ensure secure, accurate and reliable patient information management that complies with data and privacy regulations.

### **Duties and Responsibility:**

1. Collect, check completeness and edit daily discharge charts for assigned wards in line with set guidelines;
2. Assign International Classification of Diseases in Oncology (ICD-O) to cancer patient in line with the World Health Organization guidelines and report to the National regulatory bodies
3. Assign International Classification of Diseases (ICD 10) code to each patient's diagnosis in line with World Health Organization guidelines;
4. Fill in addressographs on patients' charts to ensure completeness of patients' information;
5. Register all deaths in the assigned wards in timely manner;
6. Register clients in the hospital health Information management system and assign the unique patient identifier
7. Prepare and compile daily statistics and hospital documents statistics for the assigned wards in line with established guidelines;

8. Prepare and issue birth notifications for new born babies in the maternity ward as applicable;
9. Compile and ensure timely dispatch of birth notifications to the Bomet registrar of births as applicable and ensure all the regulatory requirements are met
10. Compile and ensure timely uploading of the Ministry of Health data.
11. Dispose old hospital records as applicable in line with the hospital's disposal policy; and
12. Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.
13. Analyze Hospital data and provide timely reports as required
14. Guide the hospital in data driven decision making

### **Required Qualifications**

- **Degree in Health Records Information Management from a recognized institution.**
- **Must be registered with the Health Records & Information managers board and hold a valid practicing licence.**
- **Minimum of 5 years' relevant experience.**
- **Knowledge of disease and procedure classification**
- **Knowledge of hospital information management system**
- **Expert in Statistical data analysis**
- **Attention to details**
- **Customer service skills**
- **Interpersonal skills**
- **Planning and organising skills**
- **Communication skills**
- **Team working skills**
- **Accountability**
- **Integrity**

#### **How to apply:**

If you are interested in any of these challenging opportunities, send your application letter with a detailed CV and Statement of Faith\*addressed to:

**The Human Resources & Administration Director  
Tenwek Hospital  
P.O. Box 39 – 20400  
BOMET**

Applications should be sent directly through [recruit@tenwekhosp.org](mailto:recruit@tenwekhosp.org) by 23rd August 2024 with the position being applied for as subject line.

#### **\*What is a statement of faith?**

*A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.*