

1. ADMINISTRATIVE ASSISTANT

Job Summary:

The role holder as the primary administrative liaison for the Chief of Surgery, orchestrating complex administrative functions that enable optimal surgical department performance. This role demands exceptional organizational skills, strategic thinking, and the ability to manage multiple high-priority initiatives while maintaining the highest standards of confidentiality and professionalism.

Job Description

1. Executive Administrative Support (30%)

- Execute comprehensive administrative functions including advanced document preparation, correspondence management, and information organization
- Coordinate complex scheduling for the Chief of Surgery, balancing clinical, administrative, and strategic commitments
- Facilitate high-level meetings through agenda preparation, minute-taking, and action item tracking

2. Strategic Communication & Liaison (25%)

- Serve as primary communication hub between the Chief of Surgery and internal/external stakeholders (Surgical services departments, other departments, hospital management and select departmental collaborative partners)
- Manage sensitive correspondence and communications requiring discretion and professional judgment
- Foster collaborative relationships across departments to enhance surgical service delivery

3. Financial & Resource Coordination (20%)

- Oversee financial processes including expense management, budget tracking, and reimbursement coordination
- Manage resource allocation and inventory control for optimal department functionality
- Support cost-effective decision-making through vendor negotiations and value optimization

4. Operational Excellence (15%)

- Support strategic planning and operational monitoring of surgical services and programs
- Coordinate complex events, travel arrangements, and logistical requirements
- Maintain comprehensive record-keeping systems ensuring compliance and accessibility

5. Human Resources Support (10%)

- Facilitate recruitment processes including interview coordination and onboarding support
- Serve as escalation point for staff concerns and administrative challenges
- Support staff development initiatives and communication processes

Education/Qualification

- Bachelor's degree in Business Administration, Secretarial Studies, or related field from recognized institution

- Minimum 3 years progressive administrative experience, preferably in healthcare environment with surgical services exposure

How to apply:

Interested candidates who meet the above criteria should send their applications to recruit@tenwekhosp.org on or before **8th August, 2025** enclosing:

- Resume, Cover Letter & *Statement of Faith*

***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.