

Role Summary:

Reporting to the Chief Executive Officer, the job holder will lead, manage, and coordinate the Human Resources and Administration functions in the Hospital and all its institutions – Cardiothoracic Centre (CTC), Hospital College and Hospital Community Health & Development.

Key Responsibilities

Responsible for all HR and Administrative Services strategy development and policy formulation and ensuring approved policies and procedures are implemented.

Strategic Alignment and Transformation

- Be a strategic business partner to the CEO and senior leadership to enable delivery of the hospital's vision and goals.
- Translate AGC Tenwek Hospital's strategic plans into a clear people strategy with defined cultural and organizational outcomes.
- Lead the people side of AGC Tenwek Hospital and all its institutions' transformation, including overall organizational structure, decentralization, and top team effectiveness.
- Support the implementation of the redesigned leadership structure.
- Redesign organizational structures and decision-making norms to reflect agility, accountability, and inclusivity.
- Serve as a catalyst for transformation across AGC Tenwek Hospital's leadership, helping build a culture of trust, empowerment, and Christian values.

Leadership and Culture

- Jointly with other members of the Hospital Management Team, oversee the implementation of the Board policies and directives regarding HR and Administrative Services.
- Provide leadership to the direct reports, including appropriate support to their personal development.
- Implement and embed AGC Tenwek Hospital's organization-wide culture strategy.
- Develop and implement a culture metrics framework and embed desired behaviours.
- Coach and empower senior leaders to model AGC Tenwek Hospital's values in ways that are both visible and impactful.
- Design leadership development programs that anchor a growth mindset and collaborative ethos.
- Be a steward of culture and psychological safety across the organization and the ecosystem that AGC Tenwek Hospital is building in the region.

Talent and Systems

- Build strong internal pipelines for leadership and technical roles through robust talent mapping and succession planning.

- Shape a forward-looking view of the external talent market and design bold, effective solutions for pipeline development
- Lead equitable and high-impact performance management, reward and recognition, and career development systems that balance empowerment with accountability
- Strengthen AGC Tenwek Hospital's employer brand in alignment with its purpose and people proposition, across markets.

People Experience and Engagement

- Champion employee experience across the lifecycle—onboarding, development, feedback, and growth.
- Oversee systems and rituals that support well-being, agility, and inclusion.
- Develop and track people-related KPIs that reflect both engagement and impact.

Compliance and Governance

- Ensure adherence to local and international employment law and lead on ethical standards.
- Launch a comprehensive compensation and benefits review.
- Maintain oversight of HR compliance and policy frameworks.
- Lead digital transformation of HR operations.

Administrative Services & Security

- Responsible for ensuring that the administrative arm of the Hospital is running efficiently and effectively.
- Oversee Maintenance department and provision of Engineering Services i.e. Biomedical services, Repair & Maintenance services, Mechanical & Electrical services, Plumbing and Sanitation, Power generation, Servicing of Hospital Equipment etc
- Oversee all Hospitality services in the Hospital, i.e. housekeeping and laundry, catering, managing visitors' admission procedures amongst other processes.
- Ensure compliance to all legal requirements e.g. NEMA and other regulatory bodies that deal with the Hospital.
- Responsible for provision of effective and efficient Security services across the Hospital and the entire Campus.
- Work closely and transparently with all external partners including third-party vendors and consultants where administration support is needed.
- Review and ensure compliance with all contracts entered by Tenwek Hospital.

Qualifications, Knowledge and Skills

- Master's degree in business administration (MBA) with a focus on Human Resource Management, Strategic Management/Strategy and Operations, Healthcare Administration, Business or related field.

- Bachelor's degree in Human Resource or equivalent from a recognized institution. A post graduate qualification in Human Resource Management is mandatory.
- At least ten years' experience as a Head of HR and Administration with at least 5 years overseeing HR, Engineering, Security, and general administrative functions at top management level.
- Must be a Practicing member of the Institute of Human Resource Management of good standing, preferably with a practicing certificate.
- Well versed with relevant legislations
- Ability to work on tight deadlines.
- Knowledge of professional standards in relevant areas
- Experience in supervising, coaching, and mentoring a team in a fast-paced environment.
- Good judgment and problem-solving skills
- Excellent communication and interpersonal skills
- A committed Christian

HOW TO APPLY:

Interested candidates who meet the above criteria should send their applications to ceo@tenwekhosp.org on or before **25 July 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.