

STANDARDS & ACCREDITATION OFFICER

Job Summary:

To ensure that the institution meet the appropriate and acceptable standards of quality nationally and internationally.

Job Description:

- Support all departments/units to comply with the national and international regulatory /accreditation processes to ensure compliance with the accreditation standards.
- Provide staff training on Quality standards.
- Tracks deadlines for all regulatory/accreditation activities, and assures all responses are on target to meet deadline, or escalated through necessary reporting structure to meet necessary compliance timeframes.
- Manages/assists with the hospital process for policy development or review, approval, dissemination, intranet posting, and archiving.
- Collaborates with Health, Safety and Risk Management units to provide strategies, tools, and approaches to achieve compliance.
- Educate hospital leadership and personnel on the benefits and risks associated with regulatory compliance in terms of value to accreditation, patient care, and public reputation.
- Work with quality internal auditors to Audit and Evaluates extent of compliance of hospital units and departments with regulatory and accreditation standards.
- Monitor the corrective action plan for closing identified non-conformities.
- Assists departments and units in assessing readiness for licensing and accreditation
- Manages all aspects of accreditation, regulatory and hospital licensure compliance which includes ensuring full documents are submitted to accreditation body on time.
- Identifies opportunities for improvements based on evidence-based practices in regulatory and accreditation compliance.
- Organize internal and external Quality Audits as required.
- Any other assignment from the supervisor/Management

Education/Qualification

- Bachelor's Degree in Health-related field with at least 5 years' working experience in quality related matters.
- Must be trained on ISO 9001:2015 standard.
- Training on Quality internal audit is an added advantage.

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.