



# TENWEK HOSPITAL

A Ministry of Africa Gospel Church

## NURSING OFFICER- ADMINISTRATIVE COVERAGE.

### **Job Purpose:**

To work hand in hand with the Nursing Lead in coordinating and supervising nursing services to ensure that patient care meets the acceptable standards set by the Nursing Council of Kenya and the policies of Tenwek Hospital, all for the glory of God.

### **Key Responsibilities:**

- Collaborate with the Nursing Lead to ensure smooth running of nursing services and foster cooperation with other hospital departments.
- Ensure high-quality nursing care and positive staff-patient relationships.
- Maintain confidentiality and reinforce hospital policies.
- Report staff misconduct participate in disciplinary processes, and ensure adherence to hospital policies.
- Handle referrals to and from other health facilities.
- Work with Unit In-charges to ensure bed availability for patient admissions.
- Maintain daily hospital census records and share them with hospital leadership.
- Mentor nursing students, particularly in leadership and management rotations.
- Abide by the Tenwek Hospital moral code and Nursing Council of Kenya regulations.
- Safeguard hospital and patient confidentiality and property.
- Report complaints and incidents promptly to the In-charge.
- Provide mentorship to junior nurses and students.
- Identify research opportunities, develop plans, and conduct surveys at operational level when needed.
- Support the Nursing Lead in administrative tasks as assigned.
- Promote effective interpersonal and public relations within the nursing team.
- Display Christlike character and integrity both on and off duty.
- Perform any other duties as may be assigned by the Nursing Lead or designate.

### **Qualifications & Requirements:**

- Bachelor of Science in Nursing (BScN) or Higher Diploma in a nursing-related field.
- At least 3 years of leadership experience in nursing.
- Valid Nursing Council of Kenya (NCK) practice license.
- Proven leadership qualities.
- Additional training in Nursing Administration will be an added advantage.
- A committed Christian with values aligned to Tenwek Hospital's mission.

### **How to Apply:**

Interested candidates who meet the above criteria should send their applications to [recruit@tenwekhosp.org](mailto:recruit@tenwekhosp.org) on or before **10<sup>th</sup> October 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.*