



TENWEK HOSPITAL

A Ministry of Africa Gospel Church

PROJECT OFFICER.

Job Purpose:

The Project Officer will oversee and manage healthcare at Tenwek Hospital. The role requires strong leadership, communication, and organizational skills to successfully deliver projects on time and within budget while ensuring alignment with Tenwek Hospital Christian values and mission.

Duties and Responsibilities:

1. Project Management

- Lead the planning, execution, and delivery of Cardiothoracic Centre-related projects, ensuring alignment with strategic objectives.
- Develop and manage project scopes, schedules, budgets, and documentation specific to the Cardiothoracic Centre.
- Conduct thorough analyses of innovative practices and prepare reports/presentations.
- Coordinate internal resources and third-party vendors for flawless project execution.
- Ensure resource availability and allocation while tracking project progress.
- Measure project performance using appropriate tools and techniques.
- Manage relationships with clients and stakeholders, providing regular updates.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation.
- Ensure all projects are delivered in line with Tenwek Hospital Christian values.

2. Stakeholder Engagement

- Collaborate with internal and external stakeholders to define project requirements and expectations.
- Facilitate regular communication and updates on project progress and challenges.

3. Team Leadership

- Supervise and mentor project team members involved in Cardiothoracic Centre initiatives, fostering collaboration.
- Conduct performance evaluations and provide feedback to team members.

4. Risk Management

- Identify potential project risks and develop mitigation strategies.
- Ensure compliance with relevant regulations, policies, and best practices in healthcare project management.

5. Quality Assurance

- Implement best practices for project management and continuous improvement initiatives.
- Monitor project outcomes to ensure alignment with organizational goals and delivery of value to patients and the community.

Qualifications & Requirements:

- **Education:** Bachelor's degree in Healthcare Management, Project Management, Business Administration, or a related field.
- **Certifications:** PMP (Project Management Professional) or PRINCE2 certification (mandatory) or actively working toward one.
- **Experience:** Minimum of 5 years of project management experience, preferably in a healthcare setting, with a proven track record of leading complex projects and managing cross-functional teams.
- **Skills:** Strong leadership, interpersonal, problem-solving, and decision-making skills; proficiency in project management software and tools.
- **Values:** Commitment to Tenwek Hospital Christian values and mission, with the ability to integrate faith-based principles into project management practices.

How to Apply:

Interested candidates who meet the above criteria should send their applications to recruit@tenwekhosp.org on or before **10th 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.