



CAREER OPPORTUNITIES

Established in 1937, Tenwek Hospital is a Medical Ministry of the Africa Gospel Church, in partnership with World Gospel Mission. Located in Bomet County, Tenwek is a Teaching and Referral Hospital serving the South West Region of Kenya, including Narok, Kisii, Kericho, and Kisumu Counties. As a key referral center for health facilities across Kenya, Tenwek Hospital has grown into one of the region's leading healthcare institutions, offering a broad range of services. We are a Christian community that seeks to exemplify Christ in all that we do, living by the motto: "We Treat ~ Jesus Heals.

We are seeking a highly motivated, ministry-minded individual who is a born-again Christian with spiritual maturity, integrity, and a calling to serve, to fill the following role:

1. Communication Officer

Job Summary: This role will support the Chief Executive Officer in managing the hospital's brand and communications, fostering effective relationships with internal and external stakeholders, and ensuring that the hospital's message is consistently delivered to all audiences.

Principal Duties and Responsibilities:

1. Assist the Chief Executive Officer in managing the hospital's brand and reputation.
2. Oversee all internal communications at Tenwek Hospital.
3. Provide technical support on communication matters, coordinating strategy development and ensuring effective delivery of communication objectives.
4. Lead in-house public relations and marketing efforts.
5. Work closely with the CEO and Hospital Administrator on communication policy direction.
6. Provide shadowing supervision for unit communication champions.
7. Develop and distribute internal newsletters/e-newsletters and other communication materials for hospital supporters.
8. Proactively engage external stakeholders through media relations (both online and offline) with the CEO's approval.
9. Design and maintain uniform formats for all Information, Education, and Communication (IEC) materials and publications.
10. Oversee the hospital's communication infrastructure and equipment.
11. Cultivate strategic media visibility for the hospital.
12. Monitor publicity and report updates to the CEO promptly.
13. Maintain a Resource Center with medical research and other materials relevant to the hospital's work to support research and dissemination.
14. Work with the HR office to provide appropriate communication training.
15. Manage Tenwek Hospital's social media platforms.
16. Assist with crisis and risk management communications.
17. Perform any other duties as assigned.

Minimum Requirements

- Degree in Communication, Journalism, or Public Relations from a recognized university.
- Minimum of three years of relevant experience in Communications, Media, or Public Relations.
- Proficiency in English and Kiswahili, with excellent written and verbal communication skills.
- Strong social media skills.
- A heart for service and a desire to work with diverse groups of people.
- Committed Christian with spiritual maturity and integrity.
- Excellent organizational, problem-solving, and creative thinking skills.
- Computer literate, with experience using the internet and MS Office applications.
- A team player with the ability to work collaboratively.



2. Kitchen Steward - CTC

Job Summary: The purpose of this role is to maintain cleanliness, hygiene, and efficiency within the kitchen environment, ensuring compliance with food safety standards and supporting the smooth operation of kitchen activities.

Principal Duties and Responsibilities:

1. Wash dishes, utensils, and kitchen equipment thoroughly using appropriate cleaning agents and techniques.
2. Ensure that all items are properly cleaned, sanitized, and stored in designated areas
3. Clean and sanitize kitchen surfaces, countertops, floors, and walls to maintain a hygienic environment.
4. Follow cleaning schedules and protocols to ensure all areas of the kitchen are regularly cleaned and maintained.
5. Perform routine maintenance tasks on kitchen equipment, such as cleaning, lubricating, and inspecting for damage or wear.
6. Report any equipment malfunctions or issues to the appropriate personnel for repair or replacement.
7. Empty trash bins and dispose of waste properly in designated waste disposal areas.
8. Segregate recyclable and non-recyclable waste according to established guidelines.
9. Assist in receiving deliveries of kitchen supplies and materials, verifying quantities and quality.
10. Help to organize and store kitchen supplies in designated storage areas, ensuring proper inventory management.
11. Follow food safety and sanitation protocols at all times to prevent contamination and ensure food safety.
12. Maintain personal hygiene, including wearing appropriate attire and washing hands frequently.
13. Collaborate with kitchen staff to support their needs and contribute to the efficient operation of the kitchen.
14. Communicate effectively with team members to coordinate tasks and ensure smooth workflow.
15. Be prepared to respond to emergencies or unexpected situations in the kitchen, such as spills, accidents, or equipment malfunctions.
16. Follow established emergency procedures and protocols to ensure the safety of staff and customers.
17. Perform any other duties assigned from time to time

Minimum Requirements

- O-level/Kenya Certificate of Secondary Education (K.C.S.E.) certificate
- Minimum of 1 year working experience in a similar role within a commercial kitchen environment.

Skills & Competencies:

- Familiarity with kitchen standards and best practices particularly in the health sector.
- Basic record-keeping skills (written records).
- Proficiency in spoken English/Kiswahili required.
- Ability to work with minimum supervision but also to collaborate with other team members when required.
- Valid certificate of good conduct
- Commitment to upholding Christian values and maintaining confidentiality
- Good communication and interpersonal skills



3. Food Porter - CTC

Job Summary: The role-holder maintains kitchen cleanliness, assists with food preparation and meal delivery, and adheres to health and safety regulations.

Principal Duties and Responsibilities:

1. Maintain a clean and sanitary kitchen environment by washing and sanitizing dishes, pots, pans, utensils, and surfaces.
2. Dispose of kitchen waste, recycling, and garbage according to established procedures.
3. Report any equipment malfunctions or safety hazards to the kitchen supervisor.
4. Assist kitchen staff with food preparation tasks as needed.
5. Deliver meals to patients in various wards, ensuring accuracy of regular and special diets.
6. Serve food and beverages during official hospital functions.
7. Adhere to all health and safety regulations, including food safety and sanitation guidelines.
8. Maintain high standards of personal hygiene and wear appropriate uniforms and protective gear.
9. Ensure food trolleys are stocked with necessary utensils for patient meals, accommodating newly admitted patients.
10. Collect and return serving utensils from wards and conference rooms, ensuring they are properly cleaned and stored.
11. Perform other duties as assigned by the Head of Food Service, Head Cook, or Senior Catering Officer.
12. Perform other duties as assigned by the Head Cook or Senior Catering Officer.

Minimum Requirements

- Diploma in Food and beverage production, sales and service management from a recognised institution.
- Minimum of 1 year working experience in a similar role within a healthcare environment.

Skills & Competencies:

- Familiarity with food standards and best practices particularly in the health sector.
- Basic record-keeping skills (written records).
- Proficiency in spoken English/Kiswahili required.
- Ability to work with minimum supervision but also to collaborate with other team members when required.
- Valid certificate of good conduct
- Commitment to upholding Christian values and maintaining confidentiality
- Good communication and interpersonal skills



3. CLINICAL PORTER

Job Summary: The Clinical Porter plays a crucial role in ensuring the smooth and efficient operation of a healthcare facility by managing the transport of patients, medical equipment, and other duty assigned by the supervisor.

Principal Duties and Responsibilities:

1. Facilitate patient Transport
2. Safely transport Medical equipment
3. Delivery and retrieval of Medical Supplies
4. Communicate with the Nursing and Clinical teams to ensure prioritization of patient and equipment transportation needs is met.
5. To ensure documentation, and maintenance of relevant records pertaining to his/her area of jurisdiction
6. Adhere to the laid-out hospital policies and procedures.
7. Adhere to infection control protocols to prevent the spread of infection e.g. dump dusting, disinfection of instruments under his/her jurisdiction.
8. Act as a liaison between patients, families, and the healthcare team to ensure clear communication e.g. translation
9. Participate in ongoing training and development to stay updated on best practices for his or her role.
10. Assist in emergency situations, e.g. availing supplies, taking samples to lab etc.
11. Perform any other duties as assigned by the supervisor

Minimum Requirements

- Valid Form 4 Certificate
- Good communication skills
- Basic Computer skills
- Training on hospital related course is an added advantage.
- Physically fit for the job
- Committed Christian with good standing.

How to apply:

Submit your detailed resume, a cover letter and a *statement of faith outlining your qualifications and why you believe you are the ideal candidate for this role.

Addressed to:

**The Chief Executive Officer
AGC Tenwek Hospital
P.O. Box 39-20400, BOMET**

Please send your resume and cover letter to recruit@tenwekhosp.org by 14th October 2024.

Interviews will be conducted on a rolling basis.

Only shortlisted applicants will be contacted.

AGC Tenwek Hospital is an equal opportunity employer

We do not charge any fee for receiving your CV or for interviewing and all communications will be done through official line and email

NOTE: Hard Copy applications will not be accepted. Any form of canvassing will lead to automatic disqualification.

***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.