



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DIRECTOR, UNIVERSITY HEALTH SERVICES/CHIEF MEDICAL OFFICER, GRADE: 15, ADVERT REF AC/12/277/23, 1 POST**

#### **Salary and benefits**

Basic Salary: Kshs 209,694-283,087  
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

For Appointment to this grade, the applicant must have:

#### **Academic and professional:**

- a) Bachelor of Medicine and Bachelor of Surgery (MBChB)
- b) Master of Business Administration or Master of Health Administration degree
- c) A registered consultant with admission rights in the main Private hospital in Kenya
- d) Registered with the Kenya Medical & Dentists Practitioners Board

#### **Experience and skills**

- a) 12 years' experience, of which 3 years should be at the level of Deputy Director, University Health Services

#### **Duties and Responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Provide clinical leadership in patient care and governance of the University Health Services department and provide technical, administrative and operational support to all health services & programs implementation under the University Health Services Medical Scheme
- b) Oversight current Health Information Management System
- c) Develop and manage both quality and safety initiatives, including risk management to enhance provision of quality health services
- d) Responsible for the overall care and clinical practice carried out at the University Health Services facilities
- e) Develop and implement new health programs and policies that enhance health services
- f) Coordinate accreditation of all University health facilities with sector regulators and ensure compliance with all regulatory, legal, professional bodies and governmental policies, including insurance reimbursement requirements (NHIF).

- g) Implement tele-medicine and enhanced home care systems.
- h) Develop and adopt cost effective strategies for provision of health services.
- i) Advice management on appropriate infrastructure improvements
- j) Develop collaborations and linkages with other health providing institutions
- k) Oversee recruitment and retention of the most suitable health personnel.
- l) Plan and monitor health budget and other fiscal responsibilities
- m) Prepare management reports on critical / emerging issues, gaps and potential problems for timely action
- n) Develop annual departmental procurement and workplans
- o) Oversee annual departmental Staff Performance Appraisal and Performance Contract (PC) management
- p) Oversee the Quality Assurance (QMS, Other health protocol standards) to ensure the appropriateness and quality of medical care
- q) Ensure high-quality patient care at all times and maintain accurate records
- r) Advisory to the University management on health issues
- s) Networking and partnership building to collaborate with partners/ colleagues
- t) Apply innovative approaches to promote good clinical practices to support health care delivery and sustainable programs results
- u) Any other duties as assigned by the Vice Chancellor from time to time.

#### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30917, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-Corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke).

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**