



Kenya Medical Training College

*KMTCC is an ISO 9001:2015 Certified Institution
Certification Body: Kenya Bureau of Standards (KEBS)*

EXTERNAL ADVERTISEMENT

The Kenya Medical Training College (KMTCC) is a State Corporation established by an Act of Parliament, and falls under the Ministry of Health. Founded in 1927, the College is entrusted with the role of training various disciplines in the health sector, conducting research and consultancy. The College has 84 Campuses strategically located in 45 of the 47 counties in the country, with a student population of 62,807. The graduates of the College account for more than 85% of the mid-level work force in the health facilities in Kenya.

The KMTCC Board of Directors seek to recruit competent, result oriented, knowledgeable, dynamic, visionary and experienced persons to fill the following vacant positions tenable at the Kenya Medical Training College, Campuses.

- 1. DEPUTY HUMAN RESOURCE MANAGER, JOB GRADE KMTCC 4 (1 POST)**
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTCC/QP-12/ EAF/01/2024
TENABLE: KMTCC HEADQUARTERS

(a) Job Summary

An officer at this level will deputize the Human Resource Manager in the College. Specific duties will include: preparing budgets for the division and personnel emoluments for the College; training and development of staff; placement, deployment and transfer of staff; discipline and promotion of staff; staff establishment and their optimal utilization in the College. In addition, the officer will ensure that quality management standards are maintained.

(b) Requirements for Appointment

For appointment to this level a candidate must; -

- (i) Have served for a minimum period of eight (8) years' experience with three years in a management capacity in the grade of Principal Human Resource Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- (ii) Have a Bachelor's Degree in any of the following fields: Sociology, Public/Business Administration, Human Resource Management and CS (final) or a Diploma in Human Resource Management or Industrial Relations from a recognized institution;

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- (iii) Have a Master's degree in Human Resource Management or Industrial Relations or its equivalent qualification from a recognized institution;
- (iv) Have attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Be a member of a relevant Professional body;
- (vi) Be a Certified Human Resource Professional (K) (added advantage);
- (vii) Fulfilled the requirements of Chapter Six of the Constitution: and
- (viii) Demonstrate a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

2. SENIOR LEGAL OFFICER, JOB GRADE KMTC 6 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/02/2024

TENABLE: KMTC HEADQUARTERS

(a) Job Summary

Duties at this level will entail: monitoring compliance with legal regulatory framework; advising on negotiations and taking part in corporate agreements; interpretation of legal opinions and offering guidance on legal requirements; advising on principles of corporate governance; representing the College in law courts and *quasi judicial* tribunals; drawing and execution of letters of offer/contract; preparation and filing of pleadings for and on behalf of the College.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Bachelor's degree in Law from a recognized institution;
- (ii) Been an Advocate of the High Court of Kenya;
- (iii) Relevant experience for at least six (6) years;
- (iv) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

3. CHIEF CORPORATE COMMUNICATIONS OFFICER, JOB GRADE KMTC 6 (1 POST)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/03/2024

TENABLE: KMTC HEADQUARTERS

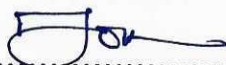
(a) Job Summary

Specific duties and responsibilities at this level will include: initiating; formulating, developing, implementing, analyzing, and reviewing public relations, media and corporate communication policies, strategies, procedures and practices; projecting and protecting the College brand, image and profile locally and internationally; undertaking

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strategic communication/public relations research to develop and execute sound corporate strategies for KMTC; initiating, designing, creating content, reviewing, producing/updating, and disseminating multimedia as well as public Information, Education and Communication (IEC)/ materials; providing strategic leadership on communications aspects of risk that allows the College to respond effectively to any foreseen crisis; creating awareness on the mandate of KMTC; establish and maintain measurement metrics and benchmarks for media engagement/management, event planning and management, internal/external communications and relations to improve visibility of the College; stakeholder mapping and engagement; preparation of annual plans and budgets.

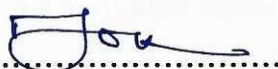
(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have served in the corporate communications field or in a comparable and relevant position for at least five (5) years with two years in supervisory;
- (ii) Have a Bachelor's Degree in any of the following fields: Mass Communication, Corporate Communication, Development Communication, Communication Studies, Journalism, International/Public Relations or any other equivalent qualifications from a recognized institution;
- (iii) Have Master's Degree in any of the following fields: Mass Communication, Corporate Communication, Development Communication, Communication Studies, Journalism, International/Public Relations or any other approved equivalent qualifications from a recognized institution
- (iv) Be a member of good standing in a recognized professional body such as CIPR, PRSK, MCK or any other relevant professional body.
- (v) Have attended a management course lasting not less than four weeks from a recognized institution;
- (vi) Demonstrate outstanding communication, writing, storytelling, and interpersonal skills, meticulous attention to detail.
- (vii) Demonstrate innovative ability in developing and implementing innovative ideas, and translating strategic thinking into action plans and output.
- (viii) Demonstrate ability in analyzing, coordinating, packaging and disseminating large scale/technical information through multimedia platforms.
- (ix) Have expertise in strategic communication, media and public/customer relations.
- (x) Have experience in developing compelling content, production and editing, under tight deadlines, accurate and dynamic communications materials;
- (xi) Demonstrate proficiency in creative design editing and Computer Applications;
- (xii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (xiii) Demonstrate in-depth understanding of corporate communications work, both at strategic and operational level, with proven experience in designing and/or implementing local and international strategic communication strategies.

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4. LECTURER II (PHYSIOTHERAPY), JOB GRADE KMTTC 8 (10 POSTS)**TERMS OF SERVICE: 3 YEAR CONTRACT****REF. NO. KMTTC/QP- 12/ EAF/04/ 2024****TENABLE: VARIOUS KMTTC CAMPUSES****(a) Job Summary**

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the College; assisting Senior Lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

(b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following field: Physiotherapy or any other relevant field from a recognized Institution;

OR

Higher Diploma in Orthopaedic Manual Therapy, Neuro Rehabilitation or Pelvic Rehabilitation and Practiced in their relevant field for a minimum period of six (6) years;

- (ii) Been registered by the relevant professional body where applicable;
 (iii) Proficiency in Computer Applications; and
 (iv) Fulfilled the requirements of Chapter Six of the Constitution.

5. LECTURER II (PUBLIC HEALTH), JOB GRADE KMTTC 8 (10 POSTS)**TERMS OF SERVICE: 3 YEAR CONTRACT****REF. NO. KMTTC/QP-12/ EAF/05/2024****TENABLE: VARIOUS KMTTC CAMPUSES****(a) Job Summary**

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the College; assisting Senior Lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Bachelor's Degree in any of the following fields: Environmental Health/Public Health, or any other relevant field from a recognized Institution;

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- Higher Diploma in Environmental Health in any of the following areas; Occupational Health and Safety, Solid Waste Management, Food Science and Inspection or Epidemiology.
- (ii) Been registered by the relevant professional body where applicable;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

6. LECTURER II (OCCUPATIONAL THERAPY), JOB GRADE KMTC 8 (10 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/06/2024
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the College; assisting Senior Lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Bachelor’s Degree in any of the following fields: Occupational Therapy, Speech and Language Therapy or any other relevant field from a recognized Institution;
- OR**
- Higher Diploma in Occupational Therapy, Sensory Integration Therapy, Renal Rehabilitation, Community Based Rehabilitation or Speech and Language Therapy
 - (ii) Been registered by the relevant professional body where applicable;
 - (iii) Proficiency in Computer Applications; and
 - (iv) Fulfilled the requirements of Chapter Six of the Constitution.

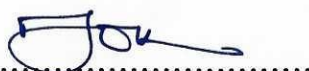
7. LECTURER II (ORTHOPAEDIC AND TRAUMA MEDICINE), JOB GRADE KMTC 8 (20 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/07/2024
TENABLE: VARIOUS KMTC CAMPUSE

(a) Job Summary

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the College; assisting Senior Lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas.

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(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) A Bachelors Degree in Clinical Medicine and Surgery;
- (ii) Diploma in Orthopaedic and Trauma medicine

OR

- A Higher Diploma in Clinical Medicine and Surgery (Orthopaedic and Trauma) and Practiced in their relevant field for a minimum period of six (6) years
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Proficiency in Computer Applications; and
- (v) Fulfilled the requirements of Chapter Six of the Constitution.

8. MEDICAL LABORATORY TECHNOLOGIST II, JOB GRADE KMTC 10 (10 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/08/2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties at this level will include: carrying out diagnostic technological procedure in the laboratory; and carrying out cleanliness and maintaining equipment and other laboratory facilities. The officer will also be required to assist students on attachment in the laboratory.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Diploma in Medical Laboratory Sciences from a recognized institution;
- (ii) Been registered with Kenya Medical Laboratory Technicians and Technologists Board;
- (iii) Proficiency in Computer Applications;
- (iv) Fulfilled the requirements in Chapter Six of the Constitution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

9. HUMAN RESOURCE MANAGEMENT OFFICER, KMTC 8 (2 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/09/2024

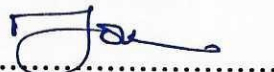
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties at this level will entail: Coordinating human resource management activities, which include, recruitment, deployment, training and development of staff, discipline, salary administration, Industrial Relations and staff welfare. The officer will also supervise staff working under him/her.

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(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Bachelor's Degree in any of the following fields:, Public/ Business Administration, Human Resource/ Human Resource Management or any other relevant qualification from a recognized institution.
- (ii) Membership to relevant Professional body;
- (iii) Be Proficient in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

10. HUMAN RESOURCE MANAGEMENT ASSISTANT, KMTC 10 (3 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/10/2024

TENABLE: VARIOUS KMTC CAMPUSES

HUMAN RESOURCE MANAGEMENT ASSISTANT II, KMTC GRADE 10

(a) Job Summary

An officer at this level will be deployed in a Human Resources Management Unit and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. In addition, he/she will supervise Clerical Officers and other supportive staff.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have a Diploma in Human Resource Management/Records Management or its equivalent qualification from a recognized institution;
- OR**
- Certified Public Secretaries Examination Part I or its accepted equivalent;
 - (ii) Be Proficient in Computer Applications; and
 - (iii) Have membership to relevant Professional body;
 - (iv) Fulfil the requirements of Chapter Six of the Constitution

11. ADMINISTRATIVE OFFICER, JOB GRADE KMTC 8 (2 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/11/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all College assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

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(b) Requirements for Appointments

For appointment to this level a candidate must have; -

- (i) A Bachelor's degree in Human Resources Management / Records Management / Business Administration or its equivalent from a recognized institution;
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

12. ADMINISTRATIVE ASSISTANT, JOB GRADE KMTC 10 (3 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/12/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

An officer at this level will carry out simple general administration duties under close supervision of a senior officer. Duties will entail: assisting in maintenance of buildings and equipment; supervision of security activities; ensuring general cleanliness; supervision of transport; maintenance of records of all College assets and properties including title deeds, log books and insurance covers; provision of office accommodation; overseeing telephone, registry, secretarial and general office services.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) A Diploma in Administration/Business Management or its equivalent qualification from a recognized institution;
- OR**
- Part I of the Certified Public Secretaries or their recognized equivalent qualification from a recognized institution.
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

13. OFFICE ADMINISTRATOR, JOB GRADE KMTC 8 (5 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/13/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; operating office equipment; handling telephone calls and appointments; maintaining office diary and travel itineraries; managing office protocol; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; managing office petty cash; supervision of office cleanliness; and undertaking any other office administrative services duties that may be assigned.

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(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; and

- (ii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (iii) Certificate in Computer Applications from a recognized institution; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

14. ASSISTANT OFFICE ADMINISTRATOR II, JOB GRADE KMTC 10 (20 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/14/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; managing e-office; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

(a) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC); OR Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -
- (a) Typewriting III (50 w.p.m.) / Computerised Document Processing III;
 - (b) Shorthand II (80 w.p.m.);
 - (c) Business English II/Communications I;
 - (d) Office Practice II;
 - (e) Secretarial Duties II;
 - (f) Commerce II;
 - (g) Office Management III / Office Administration and Management III;
- (iii) Proficiency in Computer Applications

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(iv) Fulfilled the requirements of Chapter Six of the Constitution.

15. ACCOUNTANT, JOB GRADE KMTC 8 (20 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/15/ 2024
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

An officer at this level will be responsible for performing a variety of Finance/Accounting work. Specifically, work will involve verification of payment vouchers in accordance with the laid down rules and regulations; collation of financial estimates, determination of aggregate expenditure; supervision of the revenue collection processes; control of expenditure and below-the-line group of accounts and general accounting work involving book- keeping knowledge and routine accounting 74 entries. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. Responsibility at this level may also include a limited range of management accounting; preparation of final accounts and statements; and general supervision of staff including their training and development.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

(i) Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution;

OR

Part II of the Certified Public Accountants Examination or its equivalent qualification from a recognized institution.

(ii) Proficiency in Computer Applications.

(iii) Fulfilled the requirements of Chapter Six of the Constitution.

16. SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE KMTC 10 (10 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/16/ 2024
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve issuing/receiving of stores; preparing and maintaining stores records; supervising warehouse attendants; stocktaking and reconciliation; vehicle loading/unloading operations; warehouse security, safety and cleanliness; and proper preservation of stores.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

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- (i) A Diploma in Supply Chain Management or its equivalent qualification from a recognized institution.
- (ii) Be registered with a relevant Professional body;
- (iii) Be proficient in Computer Applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

17. LIBRARIAN, JOB GRADE KMTC 8 (5 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/17/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

This is the entry and training grade for this cadre. An officer at this level will be responsible for the management of Library Information Services in the institution. Duties at this level will include: ordering for new books, journals and any other periodicals/publications and materials needed in the Library; indexing & abstracting journal articles; dealing with Library correspondence; maintaining and updating KMTC data base; editing & compiling quarterly reports for the library section; stock-taking the library collection; and supervising junior staff.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized institution;
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

18. LIBRARY ASSISTANT I, JOB GRADE KMTC 10 (20 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/18/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve accessioning all new books; classifying and cataloguing books; preparing and filing catalogue cards for books; compiling 'Accessions List' for books and dispatch to all technical officers; assisting the Librarian in the readers service operations; issuing publications to Library users; appending amendments to standards; shelving returned books; and providing data for quarterly reports.

(b) Requirements for Appointment

For appointment to this level a candidate must have; -

- (i) Diploma in Library Studies or Information Science or their recognized equivalent qualifications from a recognized institution;
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

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19. INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE KMTC 8 (5 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/19/ 2024
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will include: analyzing, designing, coding, testing, implementing computer programmes; providing user support and maintaining support systems and training of users; repairing and maintaining of information communication technology equipment and associated peripherals; receiving, installing and certifying of Information Communication Technology equipment; and configuring of new ICT equipment; writing and testing computer programmes according to instructions and specifications; developing and updating application systems; carrying out systems analysis; configuration of Local Area Network (LAN) and Wide Area Network (WAN); receiving and dispatching all jobs into and out of the computer room; assisting in the implementation of the computer systems and providing user support; care and safe custody of computers and related equipment; writing programmes for more complex applications and subroutines data entry; writing specifications for programmes; performing technical, systems and user documentation tasks such as reports produced regarding statistics, destination, volumes, values; process reports for facilitating revenue collection; and conducting training for the users.

(b) Requirements for Appointments

For appointment to this grade, a candidate must: -

- (i) Have a Bachelor's degree in Computer Science / Information Communication Technology or equivalent qualification from a recognized institution; and
- (ii) Fulfil the requirements of Chapter Six of the Constitution.

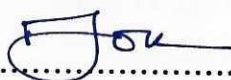
20. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT II, JOB GRADE KMTC 10 (5 POSTS)
TERMS OF SERVICE: 3 YEAR CONTRACT
REF. NO. KMTC/QP-12/ EAF/20/ 2024
TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve writing and testing computer programmes according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

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(b) Requirements for Appointments

For appointment to this level a candidate must have; -

- (i) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Electrical / Electronics Engineering or its equivalent qualification from a recognized institution; and
- (ii) Fulfilled the requirements of Chapter Six of the Constitution.

21. CLERICAL OFFICER, JOB GRADE KMTc 12 (12 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTc/QP-12/ EAF/21/ 2024

TENABLE: VARIOUS KMTc CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; compiling and computation of financial or statistical records based on routine or special source of information; preparing payment vouchers; compiling data and drafting simple letters.

(b) Requirements for Appointments

For appointment to this level a candidate must have; -

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent;
- (ii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (iii) Proficiency in Computer Applications.

22. RECEPTIONIST II, JOB GRADE KMTc 10 (17 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTc/QP-12/ EAF/22/ 2024

TENABLE: VARIOUS KMTc CAMPUSES

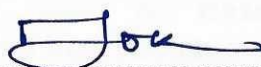
(a) Job Summary

Coordinating all Reception/Customer Care desk activities in the College; manning the Reception/Customer Care desk; in charge of customer service to walk in and online customers, communicating courteously with customers via social media, telephone, email, letter and face to face; directing customers to online resources; ensuring professional, timely, accurate and efficient flow of information to and from customers and stakeholders; responding to various routine inquiries from internal and external stakeholders; directing complex queries to relevant officers and ensuring that feedback is promptly given; providing daily reports to the on emerging customer issues, matters not closed and other matters that require further attention; update daily logs of customers records, including notes about interactions; making recommendations to Management for improving customer experience; collecting feedback/administering feedback surveys/handling suggestion box for immediate action; supervising Reception/Customer

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Care Assistants working under him/ her; and supervising, training and development of staff.

(b) Requirements for Appointments

For appointment to this level a candidate must have; -

- (i) Diploma in any of the following disciplines: Public Relations, International Relations and Diplomacy, Corporate Communications, Digital Communications, Front Office/ Customer Service or equivalent qualification from a recognized institution;
- (ii) Good communication and interpersonal skills; meticulous attention to detail.
- (iii) In-depth understanding of customer care work/practices.
- (iv) Good command of spoken and written English and Swahili languages (proficiency in Sign Language will be an added advantage)
- (v) Proficiency in Computer Applications; and
- (vi) Fulfilled the requirements of Chapter Six of the Constitution

23. OFFICE ASSISTANT, JOB GRADE KMTC 14 (20 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/23/ 2024

TENABLE: VARIOUS KMTC CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve performing general routine work as may be assigned by the supervisor in an area of deployment.

(b) Requirements for Appointments

For appointment to this level a candidate must have; -

- (i) Kenya Certificate of Secondary Education mean grade D+ (plus) or its equivalent qualification from a recognized institution;
- (ii) Fulfilled the requirements of Chapter Six of the Constitution

24. ARTISAN, JOB GRADE KMTC 13 (20 POSTS)

TERMS OF SERVICE: 3 YEAR CONTRACT

REF. NO. KMTC/QP-12/ EAF/24/ 2024

TENABLE: KMTC VARIOUS CAMPUSES

(a) Job Summary

Duties and responsibilities at this level will involve carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition, an officer will be required to perform basic repair and maintenance of facilities/equipment and be involved in the production of basic tools/equipment.

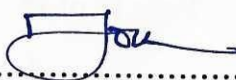
(b) Requirements for Appointments

For appointment to this level a candidate must have; -

Approved for Advertisement

Dr. Kelly Oluoch

CHIEF EXECUTIVE OFFICER



DATE: 12/03/24

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or equivalent qualification from a recognized institution;
- (ii) Passed the National Trade Test III Certificate in the relevant trade area (Carpentry, Masonry, Painting, Electrical and plumbing) of the Directorate of Industrial Training or equivalent qualification from a recognized institution;
- (iii) Three years relevant experience; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

The successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter Six of the Constitution of Kenya 2010: Certificates of clearance from the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HIELB), Credit Reference Bureau (CRB) and valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

Applicants whose background and competencies match the above specifications are invited to make their applications **ONLINE** through the College website <http://recruit.kmtc.ac.ke/jobs>. For any inquiries, please email recruitment@kmtc.ac.ke

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates as well as transcripts during interviews.
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) The application will be closed on **Friday, 12th April, 2024**

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard, Youth, Women, Persons with Disability, and Minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.



Quality Health Training towards realization of Vision 2030



Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER

DATE: 18/03/24