

**KENYA MEDICAL TRAINING COLLEGE**

KMTC is an ISO 9001:2015 Certified Institution

CERTIFICATION BODY: Kenya Bureau of Standards (KEBS).

**VACANCY**

The Kenya Medical Training College (KMTC) is a State Corporation established by an Act of Parliament, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector to serve the Kenyan interests, East Africa and beyond. The College has 71 Campuses strategically located in various parts of the country, with a student population of 46,997. The graduates of the College account for more than 85% of mid-level work force in the health facilities in Kenya.

The KMTC Board of Directors seeks to recruit competent, result oriented, knowledgeable, dynamic, visionary and experienced person to fill the position of Chief Executive Officer tenable at KMTC Headquarters, Nairobi, whose specifications are as follows;

**CHIEF EXECUTIVE OFFICER, SCALE KMTC 1 (1 POST)**

<b>TERMS OF SERVICE:</b>	<b>4 - YEAR CONTRACT RENEWABLE ONCE BASED ON PERFORMANCE</b>
<b>REF. NO.</b>	<b>KMTC/QP-12/EAF/1/2021</b>
	<b>KMTC HEADQUARTERS, NAIROBI</b>

**Duties and Responsibilities**

The duties and responsibilities of the CEO will include:-

- Executing and communicating Board's strategies, decisions and policies;
- Serving as a link between the Board and Management;
- Developing and recommending to the Board annual plans for the College;
- Providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
- Coordinating the implementation of KMTC's strategic plans and realization of its objectives;
- Overseeing administration and coordination of academic matters of the College;
- Ensuring that the College has an effective management structure including succession plans, processes and systems;
- Ensuring resource mobilization, collaborations and stakeholder management;
- Managing the funds and property of the College;
- Coordinating the preparation of College annual budget;
- Ensuring proper management and accountability of funds in line with financial and budgetary policies and procedures of government, including effective internal control systems;
- Overseeing KMTC's operations to ensure efficient, quality and cost-effective management of resources;
- Overseeing the preparation and implementation of the performance contracts and appraisal systems of the College;
- Developing and implementing effective academic, human resources management and financial management policies and systems;
- Providing leadership to senior management and staff;
- Ensuring annual financial audit is conducted and recommendations addressed;
- Signing all government and donor grant agreements and contracts and related documentation on behalf of KMTC;
- Identifying and sourcing for strategic development partners;
- Enhancing the corporate image of the College; and
- Day-to-day management of the College;

**Requirements for Appointment**

For appointment to this grade a candidate must have:

- Bachelor's degree in any of the following disciplines: - Nursing, Dentistry, Pharmacy, Public Health, Medical Engineering, Medicine and Surgery, Business Administration or any other equivalent qualification from a recognized institution;
- Master's degree in any of the following disciplines:- Nursing, Dentistry, Pharmacy, Public Health, Medical Engineering, Medicine and Surgery, Business Administration or any other equivalent qualification from a recognized institution;
- Ten (10) years cumulative experience in senior management;
- Certificate in Leadership from a recognized institution;
- Proficiency in computer applications;
- Fulfilled the requirements of Chapter six of the Constitution of Kenya 2010; and
- Relevant membership from a recognized professional body.

Applicants whose background and competencies match the specifications are invited to send their applications quoting the vacancy reference number in both soft and hard copies, enclosing updated curriculum vitae, certified copies of academic and professional certificates, National Identity Card, day time telephone contact together with tax clearance certificate from Kenya Revenue Authority (KRA), copy of PIN certificate, certificates of good conduct from Directorate of Criminal Investigation (DCI), Credit Reference Bureau (CRB) and loan clearance certificate from Higher Education Loans Board (HELB).

The applications should be emailed and delivered to the address below;

**THE CHAIRPERSON, KMTC BOARD OF DIRECTORS  
KENYA MEDICAL TRAINING COLLEGE  
P O BOX 30195 - 001000  
NAIROBI**

Email: [chairperson@kmtc.ac.ke](mailto:chairperson@kmtc.ac.ke)

So as to reach him not later than **Tuesday 11th January, 2022**

The Kenya Medical Training College is an equal opportunity employer committed to implementing affirmative action. In this regard women, youth, persons with disability, minority and marginalized groups with the requisite qualifications are encouraged to apply. Any form of canvassing will lead to automatic disqualification.

