



ISO 9001:2015 Certified

Kenya Medical Training College

KMTC is an ISO 9001:2015 Certified Institution

Certification Body: Kenya Bureau of Standards (KEBS)

EXTERNAL ADVERTISEMENT

The Kenya Medical Training College (KMTC) 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 87 Campuses strategically located in 45 of the 47 counties in the country. The graduates of the College account for more than 85% of the mid-level workforce in Kenya’s health facilities.


The College in collaboration with the African Population and Health Research Center (APHRC), secured Novo Nordisk Foundation grant under the **Partnership in Education Program (PEP)**. This transformative initiative is dedicated to enhancing the management of cardiometabolic diseases in Kenya through evidence-based research and capacity strengthening. KMTC serves as the implementing partner for this impactful program.

Therefore, the KMTC Board of Directors seeks to recruit a competent, result oriented, knowledgeable, dynamic, visionary and experienced person to fill the following vacant position tenable at the Kenya Medical Training College Headquarters.

The ideal candidate should possess expertise in project management, grants, and financial management. Familiarity with developing and implementing academic curricula, particularly in healthcare training, will be an added advantage.

- 1. PROJECT COORDINATOR, JOB GROUP KMTC 8 (1 POST)
 TERMS OF SERVICE: 1 YEAR CONTRACT
 REF. NO. KMTC/QP-12/EAF/42/2024
 TENABLE: KMTC HEADQUARTERS

Approved for Advertisement

Dr. Kelly Oluoch  DATE: 22/11/24
 CHIEF EXECUTIVE OFFICER

(a) Job Summary

An officer at this level will join a team working as part of a countrywide consortium. Specific duties will include:


- i. Coordinating the development of a short course on cardiometabolic diseases (CMDs).
- ii. Coordinating the development of guidelines for selecting and recognizing faculty and health facility staff to attend CMD short course training, as mentors.
- iii. Coordinating the implementation of Master Training-of-Trainer (TOT) courses on CMDs for MTC faculty and clinical mentors, equipping them to serve as champions.
- iv. Coordinating the implementation and tracking of mentorship activities at both faculty and health facility levels.
- v. Coordinating the capacity building of MTCs and faculty to deliver blended and e-learning courses.
- vi. Coordinating the initial design of a short-term CMD research fellowship program for MTC faculty.
- vii. Participating in all project monitoring and evaluation, knowledge management, and communication efforts, including preparing weekly and monthly updates, quarterly project reports, and other required documentation.
- viii. Coordinating all PEP-related activities under the upcoming grant for KMTC Karen.

(b) Requirements for Appointment

To qualify for this position, a candidate must have:

- i. A Bachelor's degree in health-related sciences.
- ii. At least two (2) years of prior experience in project coordination with donor-funded programs.
- iii. Experience and interest in training, capacity strengthening, and instructional/curriculum design.
- iv. Training in educational methodology.
- v. Hands-on experience in organizing events, including virtual and physical meetings.
- vi. Experience in implementing capacity-strengthening activities within academic settings.
- vii. Excellent writing, organizational, and interpersonal skills.
- viii. Proficiency in Microsoft Office packages (e.g., MS Word, MS PowerPoint, and MS Excel).
- ix. Familiarity with the KMTCs curriculum and other capacity-strengthening initiatives in health and/or social science-related fields.
- x. Knowledge of proposal writing, grants, budgeting, monitoring and evaluation (M&E), and risk management frameworks.
- xi. Strong analytical thinking skills and the ability to work effectively in a culturally diverse team.

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The successful candidate 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 (HELB), 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** via the College recruitment portal: <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) Applications close on **Friday, 6th December 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



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