



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.

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.

1. **POSITION:** DEPUTY ADMINISTRATIVE SERVICES MANAGER,
JOB GROUP KMTc 4 (1 POST)
- TERMS OF SERVICE:** THREE (3) YEARS CONTRACT
- REF. NO.** KMTc/QP-12/EAF/01/2025
- TENABLE:** KMTc HEADQUARTERS

(a) Job Summary

Duties at this level will entail:

- (i) Initiating, developing and reviewing of policies on maintenance of buildings and equipment;
- (ii) Preparation of briefs and memos;
- (iii) Handling parliamentary queries;
- (iv) Reviewing, disseminating and implementing administrative policies;
- (v) Coordination of disaster management, emergency response activities;
- (vi) Coordination of office accommodation; and
- (vii) Preparation of Budget Quarterly and Annual Reports.

(b) Requirements for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Senior Administrative Officer in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of six (6) years with three years in the supervisory level;

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 CHIEF EXECUTIVE OFFICER

- (ii) Have a Bachelors degree Human Resources Management / Records Management / Business Administration or its equivalent from a recognized institution;
- (iii) Have a Masters degree in Human Resources Management / Records Management / Business Administration or its equivalent from a recognized institution;
- (iv) Have a Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Fulfil the requirements of Chapter Six of the Constitution;
- (vi) Be proficient in Computer Applications; and
- (vii) Have demonstrated merit and ability as reflected in work performance and results.

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, 25th April 2025**.

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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