

REPUBLIC OF KENYA

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KENYA MEDICAL PRACTITIONERS
AND DENTISTS COUNCIL
MP & DC HOUSE,
WOODLANDS RD, OFF LENANA RD
P.O. BOX 44839 - 00100
NAIROBI

Ref: KMPDC/HR/RCT/EXT/VOL.1/01/2023

Date: 5th September, 2023

ADVERTISEMENT FOR JOB VACANCIES

EXTERNAL RECRUITMENT

The Kenya Medical Practitioners and Dentists Council ("Council" or "KMPDC") is a body corporate established under Section 3 of the Medical Practitioners and Dentists Act (CAP 253 Laws of Kenya) with the mandate to regulate the training and practice of medicine, dentistry and community oral health within the Republic of Kenya. The Council is also mandated by CAP 253 to regulate all health facilities within the country. Further, the Council is categorized by the State Corporations Advisory Committee (SCAC) as a 'Regulatory State Corporation', under Category PC 6A.

The Council invites applications from suitably qualified, dynamic, result-oriented, self-driven and experienced applicants to fill the following positions:

S/No.	Position	Grade	No. of positions
1.	Corporation Secretary and Director of Legal Services	KM 2	1
2.	Director, Compliance and Public Education	KM 2	1
3.	Deputy Director, Disciplinary and Ethics	KM 3	1
4.	Deputy Director, Strategy, Research and Quality Assurance	KM 3	1
5.	Assistant Director, Risk Management Coordination and Quality Assurance	KM 4	1
6.	Principal Standards Officer	KM 5	2
7.	Principal Compliance Officer	KM 5	4
8.	Principal Disciplinary and Ethics Officer	KM 5	1

S/No.	Position	Grade	No. of positions
9.	Senior Assessment Officer	KM 6	2
10.	Senior Standards Officer	KM6	1
11.	Assessment Officer	KM 7	2
12.	Risk Management and Quality Assurance Officer	KM 7	1
13.	Disciplinary and Ethics Officer	KM 7	2
14.	Standards Officer	KM 7	2
15.	Records Management Officer	KM 7	1
16.	Office Administrator	KM 7	3
17.	Human Resource Management Officer	KM7	1
18.	Assistant Disciplinary and Ethics Officer	KM 9	2
19.	Driver	KM 11	4
TOTAL			33

(Detailed job descriptions, persons specification and key competencies and skills are available on the Council's website www.kmpdc.go.ke/careers/)

Interested applicants are required to make applications via email recruitment@kmpdc.go.ke referenced as, **Ref: Application for the position of** and should include your official name (as it appears on your National Identity Card).

The application should include the following:

- i)** Cover letter;
- ii)** Updated curriculum vitae with full details of educational background, professional qualifications and relevant experience together with copies of testimonials with full contact details of three professional referees;
- iii)** Certified copies of academic and professional certificates;
- iv)** Certified copy of National Identity Card;

All applications to be addressed to:

**CHIEF EXECUTIVE OFFICER
KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL
KMPDC BUILDING, WOODLANDS ROAD, HURLINGHAM NAIROBI
P.O. BOX 44839 – 00100, NAIROBI, KENYA**

The applications should be made **on or before Monday 18th September, 2023 at 5.00pm (EAT)**. Applications submitted after the closing date and time will **NOT** be considered.

KMPDC is an equal opportunity employer and encourages all qualified persons including the youth, women, persons with disability and persons from minority groups to apply.

Canvassing will lead to automatic disqualification. Only shortlisted candidates shall be invited for interview.

1. THE POSITION OF DIRECTOR, CORPORATION SECRETARY AND DIRECTOR LEGAL SERVICES JOB GRADE 'KM-2' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'T' IN THE PUBLIC SERVICE (1 POSITION)

The **Corporation Secretary and Director Legal Services** will be responsible to the CEO/Registrar for the overall coordination and management of the Corporation Secretary and Legal Services Directorate.

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Provide guidance to the Council on their duties and responsibilities and on matters of governance;
- ii. Coordinate the Council Induction and training, updating of Board and committee charters, preparation of board work plans, board evaluation, Governance audit and implementation of the code of conduct and ethics;
- iii. Ensure timely preparation and circulation of Council and Committee papers;
- iv. Ensure timely circulation of the Council and Committee minutes;
- v. Provide secretariat services to the Council (Board of Management);
- vi. Establishing and managing the Council's register of Codes, regulations, rules, guidelines and laws;
- vii. Be the custodian of the seal of KMPDC and account to the Council for its use;
- viii. Maintain and update the register of conflict of interest;
- ix. Ensure that Council Members are aware of all relevant laws affecting the organization;
- x. Facilitate effective communication between the Council and the shareholders;
- xi. Ensure that annual returns are promptly filed with the relevant authorities;
- xii. Provide guidance on Governance and adherence to statutory obligations;
- xiii. Custodian of all contracts;
- xiv. Advising KMPDC management on legal issues;

- xv. Legal security of Council assets;
- xvi. Defend the institution in legal suits; and
- xvii. Drafting and reviewing institutional contracts.

B. PERSONS SPECIFICATION:

- i. At least ten (10) years of relevant experience five (5) of which must have;
- ii. Been in a Senior Management Position or a comparable position in the public or private sector;
- iii. Masters degree in any of the following disciplines: Medicine, Dentistry, Law, or its equivalent qualification from a recognized institution;
- iv. Bachelors degree in any of the following disciplines:- Medicine, Dentistry, Law or its equivalent qualification from a recognized institution;
- v. Leadership Course/Corporate Governance lasting not less than 4 weeks from a recognized institution;
- vi. Registration by a relevant and recognized regulatory or professional body (CPSK);
- vii. Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- viii. Proficiency in computer applications;
- ix. Met the requirements of chapter six of the constitution; and
- x. Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- i. Strong Communications and Reporting skills;
- ii. Interpersonal and negotiation skills;
- iii. Conflict management;
- iv. Mentoring coaching and leadership skills;
- v. Ability to work under pressure, prioritize and multi-task;
- vi. Strong managerial skills and ability to lead teams; and
- vii. Planning and analytical skills.

2. THE POSITION OF DIRECTOR, COMPLIANCE AND PUBLIC EDUCATION JOB GRADE 'KM-2' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'T' IN THE PUBLIC SERVICE (1 POSITION)

The **Director, Compliance and Public Education** will be responsible to the CEO/Registrar for the overall coordination and management of the Compliance and Public Education Directorate.

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i) verify completion of prescribed internship training programme;
- ii) receipt and verification of list of qualified medical, dental and COHOs graduands;
- iii) authentication of academic and professional certificates as necessary;
- iv) verifying and ascertaining that the facility meets the criteria of the level applied for;
- v) ensure the implementation and adherence of guidelines on scope of practice;
- vi) implement procedures for handling crisis situations which may threaten patient safety and care;
- vii) undertake informal assessments of reports on alleged impaired students and practitioners, to make findings with regard to impairment and, if required, to impose conditions of registration or practice on such persons aimed at protection of patients and treatment of impaired persons;
- viii) appoint investigation committees on an Ad Hoc basis to handle the matters of impairment of students and practitioners in determining fitness to practice;
- ix) conduct internship qualifying examinations, preregistration examinations, and peer review as deemed appropriate by the Council;

- x) inspect new and existing institutions for medical and dental internship training centres in Kenya;
- xi) carry out pre-registration inspections of health facilities;
- xii) carry out regular inspections of health facilities and training institutions against set standards and regulations and give recommendations to the institutions on areas of improvement;
- xiii) participate in the development and review of the singular and joint inspection checklists for health facilities;
- xiv) participate in the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xv) close non-compliant health institutions and give recommendations on licensure;
- xvi) recommend for arrest of proprietors of unregistered and unlicensed health facilities and unregistered and unlicensed persons practicing medicine or dentistry, and liaise with the National Police Service in matters relating to the arrest and prosecution of persons found in contravention of Cap253;
- xvii) prepare and submit a report to the relevant Council Committees;
- xviii) regulate health institutions and take disciplinary action for any form of misconduct by a health institution;
- xix) regulate the conduct of registered medical, dental and community oral health practitioners and take such disciplinary measures for any form of professional misconduct;
- xx) receipt and processing of complaints of professional misconduct, medical malpractice or breach of standards;
- xxi) pre-accreditation inspection of the medical, dental and COHOs training institutions and internship centres;
- xxii) recommend for approval of medical and dental schools for training of medical, dental and community oral health practitioners in line with regional and international standards;

- xxiii) monitoring progress of various cohorts of medical, dental and community oral health students;
- xxiv) receive and review applications of CPD providers;
- xxv) dissemination of information to relevant institutions, practitioners and the public;
- xxvi) conduct benchmarks with relevant institutions regionally and internationally on what is prevailing in the market;

B. PERSONS SPECIFICATION:

- i) At least ten (10) years of relevant experience five (5) of which must have been in a Senior Management Position or a comparable position in the public or private sector.
- ii) Master's degree in any of the following disciplines:- Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Pharmacy, Economics, Biostatistics, Statistics, Law, Strategic Management or its equivalent qualification from a recognized institution;
- iii) Bachelor's degree in any of the following disciplines:- Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Oral Health, Pharmacy, Economics, Biostatistics, Statistics, Law or its equivalent qualification from a recognized institution;
- iv) Leadership Course/Corporate Governance lasting not less than 4 weeks from a recognized institution.
- v) Registration by a relevant and recognized regulatory or professional body;
- vi) Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- vii) Proficiency in computer applications;
- viii) Met the requirements of chapter six of the constitution;
- ix) Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- i) Strong Communications and Reporting skills
- ii) Interpersonal and negotiation skills
- iii) Conflict management
- iv) Mentoring coaching and leadership skills
- v) Ability to work under pressure, prioritize and multi-task
- vi) Strong managerial skills and ability to lead teams
- vii) Planning and analytical skills

3. THE POSITION OF DEPUTY DIRECTOR, DISCIPLINARY AND ETHICS JOB GRADE 'KM-3' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'S' IN THE PUBLIC SERVICE (1 POSITION)

The **Deputy Director, Disciplinary and Ethics** will be the Head of Disciplinary and Ethics Department. The officer will report to the Director, Compliance and Public Education, and will be responsible for the overall coordination and management of the Disciplinary and Ethics Department.

A. JOB SPECIFICATIONS:

The duties and responsibilities of the officer will entail:

- i. overseeing the receipt and processing complaints of professional misconduct, medical malpractice or breach of standards;
- ii. overseeing the conduct of investigations into complaints submitted;
- iii. overseeing the forwarding of files to Disciplinary and Ethics Committee members and consultants for analysis, review and preparations of the report;
- iv. overseeing the conduct of hearings of complaints;
- v. overseeing the drafting of decisions on complaints and forwarding the same to the parties;
- vi. overseeing the receiving and processing appeals;
- vii. overseeing the conduct of Tribunal hearings;
- viii. overseeing the follow up on Disciplinary and Ethics Committee recommendations to ensure full compliance;

- ix. overseeing the implementation and adherence of guidelines on scope of practice;
- x. overseeing the regulation of health institutions and taking disciplinary action for any form of misconduct by a health institution;
- xi. overseeing the regulation, the conduct of registered medical, dental and community oral health practitioners and taking such disciplinary measures for any form of professional misconduct;
- xii. participating in the development and review of the singular and joint inspection checklists for health facilities;
- xiii. participating in the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xiv. overseeing the dissemination of information to relevant institutions, practitioners and the public;
- xv. supervising and mentoring the staff working in the department;
- xvi. planning and budgeting for the department;
- xvii. building capacity and managing performance of the department;
- xviii. providing technical advice on Disciplinary and Ethics matters;
- xix. overseeing research and benchmarks with relevant institutions regionally and internationally on what is prevailing in the market;
- xx. preparing and presenting department reports; and
- xxi. assisting in preparation of reports and papers for presentation to the Council.

B. PERSONS SPECIFICATION:

- i. At least eight (8) years of relevant experience, three (3) of which must have been in a Senior Management position or a comparable position in the public or private sector;
- ii. Master's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Health Management, Economics, Monitoring and Evaluation, Biostatistics, Law, Administration, Strategic Management, or its equivalent;

- iii. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management, Information Technology, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent;
- iv. Management Course/Corporate Governance not lasting less than 4 weeks from a recognized institution;
- v. Registration by a relevant and recognized regulatory or professional body;
- vi. Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- vii. Proficiency in computer applications;
- viii. Met the requirements of Chapter Six of the Constitution of Kenya; and;
- ix. Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- (i) Good communication, presentation and reporting skills
- (ii) Research and analytical skills
- (iii) Good organizational skills
- (iv) Ability to lead teams
- (v) Ability to work under pressure
- (vi) Mentorship skills
- (vii) Conflict management skills
- (viii) Managerial skills

4. THE POSITION OF DEPUTY DIRECTOR, STRATEGY, RESEARCH AND QUALITY ASSURANCE JOB GRADE 'KM-3' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'S' IN THE PUBLIC SERVICE (1 POSITION)

The **Deputy Director, strategy, research and quality assurance** will be the Head of the department of Strategy, Research and Quality Assurance;

A. JOB SPECIFICATIONS:

The duties and responsibilities of the officer will entail: -

- i. Advising management on all policies, strategies and programmes relating to research, strategy and planning, performance management, quality assurance and risk management.
- ii. Developing and reviewing strategic and business plans for the Council.
- iii. Monitoring implementation of the strategic plan;
- iv. Managing performance process at the Council;
- v. Overseeing the preparation and implementation of the Council's performance contract;
- vi. Co-ordinating the performance of all the departments and divisions;
- vii. Submitting monthly, quarterly, semi-annual and annual organizational performance report to the Chief Executive Officer;
- viii. Establishing operational linkages with other departments within the Council;
- ix. Preparation and implementation of the Council's Quality Management System through quality assurance programmes;
- x. Co-ordination of risk management in the Council;
- xi. Development and maintenance of the Risk management Register;
- xii. Implementation of quality management system (QMS) and other business reengineering processes initiatives;
- xiii. Promoting innovations within the Council;
- xiv. Ensuring Council compliance to the existing legal and Regulatory requirements;
- xv. Supervision and coordination of staff within the department;
- xvi. Carrying out performance appraisal for the departmental staff;
- xvii. Preparing budget and procurement plans for the department.

B. PERSONS SPECIFICATION:

- i. At least eight (8) years of relevant experience three (3) of which must have been as a Senior Management Position or a comparable position in the public or private sector.
- ii. Master's Degree in Strategic Management, Statistics, Law, Economics, or Economics and Mathematics, or Economics and Statistics, or Information Technology, Business information Technology, or Development Studies, or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or its equivalent from a recognized institution;
- iii. Bachelor's degree in Statistics, Law, Economics, or Economics and Mathematics, or Economics and Statistics, or Information Technology, Business information Technology, or Development Studies, or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or its equivalent from a recognized institution;
- iv. Diploma in Monitoring and Evaluation;
- v. Certified Lead Quality Auditor/ Certified Quality Auditor;
- vi. Certified Public Accountant/ Certified Secretary/ Project Management;
- vii. Certificate in Standards Implementation Course;
- viii. Membership to a professional body in good standing;
- ix. Management Course/Corporate Governance not lasting less than 4 weeks from a recognized institution.
- x. Registration by a relevant and recognized regulatory or professional body;
- xi. Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- xii. Proficiency in computer applications;
- xiii. Met the requirements of chapter six of the constitution;
- xiv. Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Mentoring, coaching and leadership skills;
- iv. Attention to detail and quality orientation skills;
- v. Problem solving and analytical skills;
- vi. Interpersonal and negotiation skills; and
- vii. Good team player.

5. THE POSITION OF ASSISTANT DIRECTOR, RISK MANAGEMENT AND QUALITY ASSURANCE JOB GRADE 'KM-4' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'R' IN THE PUBLIC SERVICE (1 POSITION)

The **Assistant Director, Risk Management and Quality Assurance** will be in-charge of the Risk Management and Quality Assurance Division.

A. JOB SPECIFICATIONS:

Duties and responsibilities will entail:-

- i) Providing leadership in the development of the Council's enterprise risk management Framework, quality management systems, policies and procedures;
- ii) Developing and coordinating effective implementation of annual quality assurance and enterprise risk management plans;
- iii) Spearheading the development, implementation and review of the Council's business continuity plan;
- iv) Evaluating progress and effectiveness of action taken to implement recommendations received from both internal and external quality assurance audits;
- v) Preparing and scheduling audits;
- vi) Preparing reports to management and the Audit and Risk Committee;
- vii) Monitoring, evaluating and consolidating the Council's risk management register and organize and co-ordinate periodic/quarterly risk management meetings;
- viii) Overseeing the application and adherence to the enterprise risk management policy and framework and report on trends in the Council's risk profile;
- ix) Providing secretarial services to the corporate Risk Management Committee;

- x) Carrying out sensitization and awareness training to staff within the Institute on risk management, as designed in the risk management plan;
- xi) Reviewing changes and suggestions in the improvement of governing policies and procedures; and
- xii) Carrying out quarterly assessments for compliance and risk assessment at the Council.

B. PERSONS SPECIFICATION:

- i) At least six (6) years' relevant work experience, three (3) of which must have been in a supervisory role in the public or private sector;
- ii) Master's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Medical Sciences or its equivalent qualification from a recognized institution;
- iii) Bachelor's degree Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Medical Sciences or its equivalent qualification from a recognized institution;
- iv) Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor, Association of Computing Practitioners (K) Association (ACPA), Certified Lead Auditor or any other relevant qualification;
- v) Membership to relevant professional body in good standing;
- vi) Proficiency in computer applications;
- vii) Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii) Demonstrated good results in work performance; and
- ix) Fulfilled the requirements of Chapter six of the Constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

6. THE POSITION OF PRINCIPAL STANDARDS OFFICER JOB GRADE 'KM-5' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'P' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities of the officer will entail: -

- i) Participate in establishing and maintaining uniform norms and standards on the learning of medicine and dentistry in Kenya;
- ii) Participate in prescribing the minimum educational entry requirements for persons wishing to be trained as medical, dental and community oral health practitioners;
- iii) Participate in developing core curricula for MBChB, BDS and Community Oral Health Programme (Bachelor and Diploma Programme);
- iv) Participate in developing Core Curricula for specialist programmes;
- v) Drafting guidelines for accreditation of medical and dental schools, and teaching hospitals;
- vi) Drafting guidelines for inspection and approval of collegiate training sites;
- vii) Participate in defining criteria for eligibility for registration internship qualifying examinations, preregistration examinations, and peer reviews as deemed appropriate by the Council;
- viii) Participate in determining and setting a framework for professional practice of medical, dental and community oral health practitioners;
- ix) Participate in developing policies for scope of practice for practitioners registered by the Council in line with regional and international standards;
- x) Participate in developing code of conduct for registered medical, dental and community oral health practitioners in line with regional and international standards;
- xi) Participate in establishing policies and procedures and to enlist cooperation and support for the prevention or alleviation of circumstances which may lead to impairment in students and practitioners;
- xii) Participate in establishing mechanisms and procedures for the early identification of impairment in students and practitioners;
- xiii) Participate in undertaking the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xiv) Participate in undertaking the development and review of the singular and joint inspection checklists for health facilities;
- xv) Preparing, submitting and reviewing reports to the relevant Head of Department.

- xvi) Participate in establishing minimum standards for Continuous Professional Development (CPD) Training.
- xvii) conducting research and benchmarks with relevant institutions on what is prevailing in the market;
- xviii) Mentorship and performance appraisal of staff under you

B. PERSONS SPECIFICATION:

- i. At least five (5) years of relevant experience three (3) of which must have been as a Senior Standards Officer or a comparable position in the public or private sector.
- ii. Bachelor's degree in any of the following disciplines:- Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Oral Health, Pharmacy, Economics, Biostatistics, Statistics, Law or its equivalent qualification from a recognized institution;
- iii. Senior Management Course lasting not less than 4 weeks from a recognized institution.
- iv. Registration by a relevant and recognized regulatory or professional body;
- v. Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- vi. Proficiency in computer applications;
- vii. Met the requirements of chapter six of the constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and presentation skills
- ii. Attention to detail
- iii. Research skills
- iv. Good organizational skills
- v. Good team player
- vi. Ability to work under pressure
- vii. Supervisory skills

7. THE POSITION OF PRINCIPAL COMPLIANCE OFFICER JOB GRADE 'KM-5' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'P' IN THE PUBLIC SERVICE (4 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. supervising and participating in the inspection of new and existing institutions for medical and dental internship training centres in Kenya;
- ii. supervising and participating in pre-registration inspections of health facilities;
- iii. supervising and participating in regular inspections of health facilities and training institutions against set standards and regulations and give recommendations to the institutions on areas of improvement;
- iv. participating in the development and review of the singular and joint inspection checklists for health facilities;
- v. participating in the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- vi. verifying the closure non-compliant health institutions and giving recommendations on licensure;
- vii. enforcing recommendations for arrest of proprietors of unregistered and unlicensed health facilities and unregistered and unlicensed persons practicing medicine or dentistry, and liaise with the National Police Service in matters relating to the arrest and prosecution of persons found in contravention of Cap. 253;
- viii. supervising and participating in the pre-accreditation inspections of the medical, dental and community oral health training institutions and internship centres;
- ix. verifying the recommendations for approval of medical and dental schools for training of medical, dental and community oral health practitioners in line with regional and international standards;
- x. supervising the receipt and reviewing of applications of CPD providers;
- xi. participating in the dissemination of information to relevant institutions, practitioners and the public;
- xii. contributing to technical advice on matters pertaining to Health and Training Institutions Compliance;
- xiii. assisting in conducting research into matters pertaining to Health and Training Institutions Compliance;
- xiv. supervising and mentoring the staff working under the officer;

- xv. assisting in planning and budgeting for the department activities;
- xvi. preparing performance reports; and
- xvii. assisting in preparing and presenting department reports.

B. PERSONS SPECIFICATION:

- i. At least 5 years of relevant work experience.
- ii. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management, Information Technology, Biomedical Engineering, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent.
- iii. Registered by a relevant professional body/ society.
- iv. Current and valid practice license by a relevant and recognised regulatory body where it is applicable.
- v. Supervisory Course lasting not less than 2 weeks.
- vi. Proficiency in computer applications.
- vii. Meet the requirement of Chapter 6 of the Constitution of Kenya.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and presentation skills
- ii. Attention to detail
- iii. Research skills
- iv. Good organizational skills
- v. Good team player
- vi. Ability to work under pressure
- vii. Supervisory skills
- viii. Mentorship skills

8. THE POSITION OF PRINCIPAL DISCIPLINARY AND ETHICS OFFICER JOB GRADE 'KM-5' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'P' IN THE PUBLIC SERVICE (1 POSITION)

A. JOB SPECIFICATIONS:

The duties and responsibilities of the officer will entail:

- i. verifying the receipt and processing complaints of professional misconduct, medical malpractice or breach of standards;
- ii. participating in the conduct of investigations into complaints submitted;

- iii. verifying the forwarding of files to Disciplinary and Ethics Committee members and consultants for analysis, review and preparations of the report;
- iv. participating in the conduct of hearings of complaints;
- v. supervising the drafting of decisions on complaints and forwarding the same to the parties;
- vi. verifying the receipt and processing appeals;
- vii. participating in the conduct of Tribunal hearings;
- viii. supervising the follow up on Disciplinary and Ethics Committee recommendations to ensure full compliance;
- ix. participating in the implementation and adherence of guidelines on scope of practice;
- x. contributing to the regulation of health institutions and taking disciplinary action for any form of misconduct by a health institution;
- xi. contributing to the regulation the conduct of registered medical, dental and community oral health practitioners and taking such disciplinary measures for any form of professional misconduct;
- xii. contributing to the development and review of the singular and joint inspection checklists for health facilities;
- xiii. contributing to the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xiv. participating in the dissemination of information to relevant institutions, practitioners and the public;
- xv. assisting in conducting research and benchmarks on regulation of the health institutions and the practice of medicine and dentistry;
- xvi. supervising and mentoring the staff working under the officer;
- xvii. assisting in planning and budgeting for the department activities;
- xviii. preparing performance reports; and
- xix. preparing and presenting department reports.

B. PERSONS SPECIFICATION:

For appointment to this grade, an Officer must have:

- i. At least 5 years of relevant work experience;
- ii. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management,

- Information Technology, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent;
- iii. Registered by a relevant professional body/ society;
- iv. Current and valid practice license by a relevant and recognised regulatory body where it is applicable;
- v. Supervisory Course lasting not less than 2 weeks;
- vi. Proficiency in computer applications; and
- vii. Meet the requirement of Chapter 6 of the Constitution of Kenya.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and presentation skills;
- ii. Attention to detail;
- iii. Research skills;
- iv. Good organizational skills;
- v. Good team player;
- vi. Ability to work under pressure;
- vii. Supervisory skills; and
- viii. Mentorship skills;

9. THE POSITION OF SENIOR ASSESSMENT OFFICER JOB GRADE 'KM-6' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'N' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. supervising the monitoring the progress of various cohorts of medical, dental and community oral health students;
- ii. supervising the receipt and verification of lists of qualified medical, dental and COHOs graduands;
- iii. supervising the verification of completion of prescribed internship training programme;
- iv. supervising the authentication of academic and professional certificates as necessary;
- v. participating in conducting internship qualifying examinations, preregistration examinations, and peer review as deemed appropriate by the Council;
- vi. participating in conducting informal assessments of and formal investigations into reports on alleged impaired students and practitioners;

- vii. receiving applications by students or practitioners who were found to be impaired to have their conditions of registration or practice amended or to have such conditions revoked;
- viii. supervising the staff working under the officer;
- ix. preparing performance reports; and
- x. assisting in the preparation of department reports.

B. PERSONS SPECIFICATION:

- i. At least 3 years relevant work experience;
- ii. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management, Information Technology, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent;
- iii. Current and valid practice license by a relevant and recognised regulatory body where it is applicable;
- iv. Registered by a relevant professional body/ society where applicable;
- v. Proficiency in computer applications; and
- vi. Meet the requirements of Chapter 6 of the Constitution of Kenya.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and presentation skills
- ii. Attention to detail
- iii. Research skills
- iv. Good organizational skills
- v. Good team player
- vi. Ability to work under pressure

10. THE POSITION OF SENIOR STANDARDS OFFICER JOB GRADE 'KM-6' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'N' IN THE PUBLIC SERVICE (1 POSITION)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Participate in establishing and maintain uniform norms and standards on the learning of medicine and dentistry in Kenya;
- ii. Participate in prescribing the minimum educational entry requirements for persons wishing to be trained as medical, dental and community oral health practitioners;

- iii. Participate in developing core curricula for MBChB, BDS and Community Oral Health Programme (Bachelor and Diploma Programme);
- iv. Participate in developing Core Curricula for specialist programmes;
- v. Participate in developing guidelines for accreditation of medical and dental schools, and teaching hospitals;
- vi. Participate in developing guidelines for inspection and approval of collegiate training sites;
- vii. Participate in defining criteria for eligibility for registration internship qualifying examinations, preregistration examinations, and peer reviews as deemed appropriate by the Council;
- viii. Participate in determining and setting a framework for professional practice of medical, dental and community oral health practitioners;
- ix. Participate in establishing policies for scope of practice for practitioners registered by the Council in line with regional and international standards;
- x. Participate in developing code of conduct for registered medical, dental and community oral health practitioners in line with regional and international standards;
- xi. disseminating policies for professional conduct and ethics;
- xii. Participate in establishing policies and procedures and to enlist cooperation and support for the prevention or alleviation of circumstances which may lead to impairment in students and practitioners;
- xiii. Participate in establishing mechanisms and procedures for the early identification of impairment in students and practitioners;
- xiv. Participate in undertaking the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xv. Participate in undertaking the development and review of the singular and joint inspection checklists for health facilities;
- xvi. preparing and submitting reports to the relevant Head of Department.
- xvii. Participate in establishing minimum standards for Continuous Professional Development (CPD) Training.
- xviii. conducting research with relevant institutions on what is prevailing in the market;

B. PERSONS SPECIFICATION:

- i. At least three (3) years of relevant experience which must have been as a Standards Officer or a comparable position in the public or private sector.
- ii. Bachelors degree in any of the following disciplines:- Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Oral Health, Pharmacy, Economics, Biostatistics, Statistics, Law or itsequivalent qualification from a recognized institution;
- iii. Registration by a relevant and recognized regulatory or professional body;
- iv. Current and valid practicing license by a relevant and recognized regulatory bodywhere it is applicable;
- v. Proficiency in computer applications;
- vi. Met the requirements of chapter six of the constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and presentation skills
- ii. Attention to detail
- iii. Research skills
- iv. Good organizational skills
- v. Good team player and
- vi. Ability to work under pressure

11.THE POSITION OF ASSESSMENT OFFICER JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. monitoring the progress of various cohorts of medical, dental and communityoral health students;
- ii. receiving and verifying lists of qualified medical, dental and COHOs graduands;
- iii. verifying completion of prescribed internship training programme;
- iv. authenticating academic and professional certificates as necessary;
- v. participating in conducting internship qualifying examinations, preregistrationexaminations, and peer review as deemed appropriate by the Council;

- vi. participating in conducting informal assessments of and formal investigations into reports on alleged impaired students and practitioners; and
- vii. assisting in the preparation of department reports.

B. PERSONS SPECIFICATION:

- i. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management, Information Technology, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent.
- ii. Registered by a relevant professional body/ society where applicable.
- iii. Current and valid practice license by a relevant and recognised regulatory body where it is applicable.
- iv. Proficiency in computer applications.
- v. Meet the requirements of Chapter 6 of the Constitution of Kenya

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication skills
- ii. Good organizational skills
- iii. Attention to detail
- iv. Team player
- v. Ability to work under pressure

12. THE POSITION OF RISK MANAGEMENT AND QUALITY ASSURANCE Officer JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (1 POSITION)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Implementing of quality assurance and risk management strategies, policies and procedures to ensure achievement of objectives;
- ii. Carrying out risk assessments for various processes in the Council;
- iii. Updating Departmental and corporate risk registers;
- iv. Defining quality procedures in conjunction with operational and technical staff,
- v. Maintaining controls and documentation procedures and policies;

- vi. Implementing annual quality assurance and enterprise risk management plan;
- vii. Carrying out quarterly routine awareness programs to management on riskmanagement;
- viii. Carrying out quarterly audits to ensure compliance with ISO procedures;
- ix. Conducting and scheduling effective training for staff in regard to qualitymanagement systems and risk management;
- x. Preparing of reports for each quality assurance and risk management assignment to risk/process owners; and
- xi. Monitoring implementation of agreed risk management mitigation measures with risk/process owners.

B. PERSONS SPECIFICATION:

- i. Bachelor's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Medical Sciences or its equivalent qualification from a recognized institution;
- ii. Proficient in computer applications; and
- iii. Meets the requirements of Chapter 6 of the Constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Communication and reporting skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

13. THE POSITION OF DISCIPLINARY AND ETHICS OFFICER JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. receiving and processing complaints of professional misconduct, medical malpractice or breach of standards;
- ii. participating in the conduct of investigations into complaints submitted;
- iii. forwarding files to Disciplinary and Ethics Committee members and consultants for analysis, review and preparations of the report;

- iv. participating in the conduct of hearings of complaints;
- v. assisting in the drafting of decisions on complaints and forwarding the same to the parties;
- vi. receiving and processing appeals;
- vii. participating in the conduct of Tribunal hearings;
- viii. following up on Disciplinary and Ethics Committee recommendations to ensure full compliance;
- ix. participating in the implementation and adherence of guidelines on scope of practice;
- x. contributing to the regulation of health institutions and taking disciplinary action for any form of misconduct by a health institution;
- xi. contributing to the regulation the conduct of registered medical, dental and community oral health practitioners and taking such disciplinary measures for any form of professional misconduct;
- xii. contributing to the development and review of the singular and joint inspection checklists for health facilities;
- xiii. contributing to the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xiv. participating in the dissemination of information to relevant institutions, practitioners and the public;
- xv. assisting in preparation of department reports.

B. PERSONS SPECIFICATION:

- i. Bachelor's degree from a recognized institution preferably in the following disciplines: Medicine, Dentistry, Oral Health, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Pharmacy, Occupational Health, Physiotherapy, Nutrition, Health Management, Health Records Management, Records Management, Information Technology, Economics, Biostatistics, Statistics, Law, Administration, or its equivalent;
- ii. Registered by a relevant professional body/ society where applicable;
- iii. Current and valid practice license by a relevant and recognised regulatory body where it is applicable;
- iv. Proficiency in computer applications; and
- v. Meet the requirements of Chapter 6 of the Constitution of Kenya

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication skills
- ii. Good organizational skills
- iii. Attention to detail
- iv. Team player
- v. Ability to work under pressure

14. THE POSITION OF STANDARDS OFFICER JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. assist to establish and maintain uniform norms and standards on the learning of medicine and dentistry in Kenya;
- ii. assist to prescribe the minimum educational entry requirements for persons wishing to be trained as medical, dental and community oral health practitioners;
- iii. assist to develop of core curricula for MBChB, BDS and Community Oral Health Programme (Bachelor and Diploma Programme);
- iv. assist to develop Core Curricula for specialist programmes;
- v. assist to develop guidelines for accreditation of medical and dental schools, and teaching hospitals;
- vi. assist to develop guidelines for inspection and approval of collegiate training sites;
- vii. assist to define criteria for eligibility for registration internship qualifying examinations, preregistration examinations, and peer reviews as deemed appropriate by the Council;
- viii. assist to determine and set a framework for professional practice of medical, dental and community oral health practitioners;
- ix. assist to establish policies for scope of practice for practitioners registered by the Council in line with regional and international standards;
- x. assist to develop code of conduct for registered medical, dental and community oral health practitioners in line with regional and international standards;
- xi. assist to establish and disseminate policies for professional conduct and ethics;

- xii. assist to establish policies and procedures and to enlist cooperation and support for the prevention or alleviation of circumstances which may lead to impairment in students and practitioners;
- xiii. assist to establish mechanisms and procedures for the early identification of impairment in students and practitioners;
- xiv. assist to undertake the development of minimum requirements on infrastructure, personnel and service provision of health facilities per level;
- xv. assist to undertake the development and review of the singular and joint inspection checklists for health facilities;
- xvi. assist to prepare and submit a report to the relevant Council Committees.
- xvii. assist to establish the minimum standards for Continuous Professional Development (CPD) Training.
- xviii. assist to conduct research with relevant institutions regionally and internationally on what is prevailing in the market; and
- xix. assist to draft legislation and policies affecting healthcare in the country;

B. PERSONS SPECIFICATION:

- i. Bachelors degree in any of the following disciplines:- Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Mental Health, Clinical Medicine, Oral Health, Pharmacy, Economics, Biostatistics, Statistics, Law or its equivalent qualification from a recognized institution;
- ii. Registration by a relevant and recognized regulatory or professional body;
- iii. Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- iv. Proficiency in computer applications; and
- v. Met the requirements of chapter six of the constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication skills
- ii. Good organizational skills
- iii. Attention to detail
- iv. Good Team player
- v. Ability to work under pressure

15. THE POSITION OF RECORDS MANAGEMENT OFFICER JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (1 POSITION)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;
- ii. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- iii. Ensuring sorting, classifying, and indexing of documents for filing;
- iv. Ensuring storage, updating and maintenance of personnel records and file index;
- v. Ensuring control in opening of open, confidential, and secret files;
- vi. Ensuring custody and Maintenance of Council's documents;
- vii. Planning appropriate office accommodation for registries;
- viii. Ensuring that file movement records are updated and maintained; and
- ix. Ensuring Digitization of the Council's documents for circulation and archiving.

B. PERSONS SPECIFICATION:

- i. Bachelor's Degree in Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management / Information Management or its equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Met the requirements of chapter six of the constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Good organizational skills
- ii. Strong communication skills
- iii. Good interpersonal skills
- iv. Attention to detail

16. THE POSITION OF OFFICE ADMINISTRATOR JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (3 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Attending to visitors/clients;
- ii. Handling telephone calls, customer inquiries and complaints/compliments;
- iii. Ensuring security and confidentiality of office records, equipment and documents;
- iv. Maintaining office diary;
- v. Record keeping for correspondences and file movement;
- vi. Managing office protocol and etiquette;
- vii. Coordinating the general administration of the respective office;
- viii. Coordinating schedule of meetings and appointments;
- ix. Coordinating travel arrangements;
- x. Coordinating appointments and travel itineraries;
- xi. Preparing responses to routine correspondence; and
- xii. Monitoring procedures for record keeping for correspondences;
- xiii. Managing office protocol and etiquette;
- xiv. Coordinating the general administration of the respective office;
- xv. Coordinating schedule of meetings and appointments;
- xvi. Coordinating travel arrangements;
- xvii. Coordinating appointments and travel itineraries;
- xviii. Preparing responses to routine correspondence; and
- xix. Monitoring procedures for record keeping for correspondences;

B. PERSONS SPECIFICATION:

- i. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Minimum KCSE Certificate C+ (plus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter Six of Constitution

C. KEY COMPETENCIES AND SKILLS:

- i. Organizing skills;
- ii. Communication skills;
- iii. Customer care skills;
- iv. Interpersonal skills; and
- v. Confidentiality.

17.THE POSITION OF HUMAN RESOURCE MANAGEMENT OFFICER JOB GRADE 'KM-7' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'L' IN THE PUBLIC SERVICE (1 POSITION)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Preparing notes, draft correspondences, entering and processing data, writing reports on matters relating to human resource administration to ensure appropriate action is carried out;
- ii. Implementing staff recruitment and selection processes decisions to fill vacant positions and prepare recommendations for staff appointments to facilitate hiring of suitable candidates;
- iii. Assist in processing of salaries, allowances, benefits and final dues and payroll administration;
- iv. Processing employee recruitment, promotion and exit documents;
- v. Updating and maintaining employee records in their personal files and the human resource information system;
- vi. Maintaining staff compliment control;
- vii. Analyzing data on work environment and employees' satisfaction surveys;
- viii. Analyzing data in relation HIV/Aids Prevention, gender, disability mainstreaming,
- ix. Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- x. Undertaking training needs analysis, projections and to inform on the training programmes;
- xi. Administering performance appraisal, collating performance related data, analyzing and preparing related reports;
- xii. Providing input in the preparation of division budget and work plans to ensure smooth flow of operations; and
- xiii. Preparing periodic human resource status reports.

B. PERSONS SPECIFICATION:

- i. Bachelor's degree in Human Resource Management or its equivalent qualification from a recognized institution;
- ii. Proficiency in Computer applications;
- iii. Demonstrated good results in work performance; and
- iv. Met the requirements of Chapter Six of the constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Good interpersonal skills;
- ii. Organization skills;
- iii. Strong communication skills; and
- iv. Good reporting skills.

18. THE POSITION OF ASSISTANT DISCIPLINARY AND ETHICS OFFICER JOB GRADE 'KM-9' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'J' IN THE PUBLIC SERVICE (2 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. assisting in receiving and processing of complaints of professional misconduct, medical malpractice or breach of standards;
- ii. assisting in organizing for conduct of investigations into complaints submitted;
- iii. assisting in forwarding files to Disciplinary and Ethics Committee members and consultants for analysis, review and preparations of the report;
- iv. assisting in organizing for conduct of hearings of complaints;
- v. assisting in forwarding of committee decisions on complaints to the parties;
- vi. assisting in receiving and processing appeals;
- vii. assisting in organizing for conduct of Tribunal hearings;
- viii. assisting in organizing for follow up on Disciplinary and Ethics Committee recommendations to ensure full compliance;
- ix. assisting in receiving and responding to enquiries for information from interested parties, health practitioners, health and training institutions and the public; and
- x. assisting in preparation of department reports.

B. PERSONS SPECIFICATION:

- i. Diploma from a recognized institution preferably in the following disciplines: Oral Health, Clinical Medicine, Nursing, Pharmacy, Public Health, Medical Laboratory, Nutrition, Occupational Health, Physiotherapy, Health Management, Health Records Management, Health Promotion, Records Management, Information Technology, Economics, Monitoring and Evaluation, Biostatistics, Law, Administration, or its equivalent;
- ii. Registration by a relevant and recognised regulatory or professional body;
- iii. Current and valid practice license by a relevant and recognised regulatory body where it is applicable;
- iv. KCSE Certificate (C-) or it's equivalent;
- v. Proficiency in computer applications;and
- vi. Met the requirements of Chapter Six of theConstitution of Kenya.

OR

- vii. At least 3 years relevant work experience;
- viii. KCSE Certificate (D+);
- ix. A certificate lasting not less than 6 months in the relevant field from a recognized institution; and
- x. Met the requirements of Chapter 6 of the Constitution of Kenya.

C. KEY COMPETENCIES AND SKILLS:

- i. Good communication and interpersonal skills
- ii. Good organizational skills
- iii. Good team player and
- iv. Ability to work under pressure

19. THE POSITION OF DRIVER JOB GRADE 'KM-11' IN THE KENYA MEDICAL PRACTITIONERS & DENTISTS COUNCIL, EQUIVALENT TO JOB GROUP 'G' IN THE PUBLIC SERVICE (4 POSITIONS)

A. JOB SPECIFICATIONS:

The duties and responsibilities will entail: -

- i. Driving vehicles as authorized;
- ii. Keeping up to date work tickets for vehicles;
- iii. Cleaning of the assigned motor vehicle;
- iv. Submitting regular reports on motor vehicle assigned;
- v. Preparing and submitting regular reports on motor vehicle assigned;
- vi. Maintaining a proper mechanical working condition of the vehicle;
- vii. Ensuring security and safety of passengers and vehicle on and off the road;
- viii. Adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.

B. PERSONS SPECIFICATION:

- i. At least Two (2) years driving experience;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- iv. The Occupational Trade Test III Certificate;
- v. Valid Certificate of Good Conduct;
- vi. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- vii. Meets the requirements of Chapter six (6) of the Constitution.

C. KEY COMPETENCIES AND SKILLS:

- i. Organizational skills;
- ii. Good communication and reporting skills;
- iii. Good interpersonal skills
- iv. Ability to work under pressure