



MULTIMEDIA UNIVERSITY OF KENYA

P O Box 15653 - 00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391 Fax: +254 2071247
(MMU is ISO 9001:2015 Certified)

12th July, 2023

EXTERNAL VACANCY RE-ADVERTISEMENT

Multimedia University of Kenya is a chartered public University located in the city of Nairobi within a serene environment about 25 kilometers to the south of the City along Magadi Road. The University is inviting applications from suitably qualified persons for the following positions at the various departments of the University:

1. Clinical Officer III - Grade MNT 8 (1 Position)
2. Nursing Officer III - Grade MNT 8 (1 Position)

1. CLINICAL OFFICER III, MNT 8

a) Duties and Responsibilities

This is the entry grade for this cadre. Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

- (i) Diagnose and treat patients.
- (ii) Plan and conduct primary health care activities to promote disease prevention and reduce child mortality.
- (iii) Counsel of patients in the clinic to ensure patient mental and physical wellbeing.
- (iv) Provide routine patient care and support, including health education to promote patient wellness and disease prevention
- (v) Participate in guiding staff in the clinic to promote quality service.
- (vi) Plan and conduct primary health care activities to support the prevention of communicable diseases.
- (vii) Attend to patients and refer them for further medical attention, where necessary to reduce disease burden in the community.
- (viii) Provide routine patient care and support.
- (ix) Maintain appropriate staff records for future reference and decision making.
- (x) Perform minor surgical and medical procedures as part of treatment.

- (xi) Implement clinical services plans and policies for quality patient care
- (xii) Compile reports for decision making.
- (xiii) Screen patients for diseases to enhance early detection and treatment.
- (xiv) Offer continuous medical education to members of staff.
- (xv) Carry out medical management of patients attending the health centre including consultation and examination, interpretation of laboratory and radiological results to provide diagnosis and prescribe treatment.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) A holder of Diploma in Clinical Medicine or an equivalent qualification from a recognized institution;
- (ii) Possessing a minimum of 3 years' experience (any 3 years cumulative in at most 2 health units) in a busy set up especially an institution of higher learning.
- (iii) Registration Certificate from the Clinical Officer's Council
- (iv) Having a current practicing license from the Clinical Officers Council.
- (v) Having proven diligence in clinical practice,
- (vi) Demonstrated merit and ability as reflected in a good track record
- (vii) Willing and ready to work during odd hours.
- (viii) A member of a relevant professional association.
- (ix) Having a post-basic qualification as an added advantage

2. NURSING OFFICER III, MNT 8

a) Duties and Responsibilities

This is the entry grade for this cadre. Work at this level will be carried out under the close supervision and guidance of a senior officer. Specifically duties and responsibilities at this level will entail:

- (i) All the nursing duties, including nursing assessment of outpatients,
- (ii) Administering general provision of medical and public health services to staff and students.
- (iii) Implement QMS in the department
- (iv) Participation in staff education and staff meeting
- (v) Taking patient samples, pulses, temperatures and blood pressures
- (vi) providing emotional support to patients and relatives
- (vii) Carry out technical procedures
- (viii) Maintain nursing supplies inventory.
- (ix) Maintain safe and clean working environment
- (x) Perform comprehensive physical examination
- (xi) Respond to emergency situations to save life and offer prompt treatment;

- (xii) Dress wounds and injuries
- (xiii) Administer drugs
- (xiv) Assess and report on the needs required to support the nursing services;
- (xv) Maintaining records on patients/clients personal and health condition/care;
- (xvi) Plan, implement interventions and prepare periodic reports.

b) Requirements for Appointment

For Appointment to this grade a candidate must:

- (i) A holder of Diploma in Nursing - Kenya Registered Community Health Nurse, or an equivalent qualification from a recognized institution.
- (ii) Possessing a minimum of 3 years' experience (any 3 years cumulative in at most 2 health units) in nursing practice in a busy set up in the area of specialization.
- (iii) Be registered by the Nursing Council of Kenya.
- (iv) Having a current practicing license from the Nursing Council of Kenya.
- (v) Having proven diligence in nursing practice,
- (vi) A team player, have a good track record
- (vii) Willing and ready to work during odd hours.
- (viii) Having a proven post-basic training in critical care/counseling psychology/mental health or any other relevant area as a distinct advantage.

TERMS AND CONDITIONS:

The above positions carry remuneration packages which include among others, basic salary, medical cover, house, transport and leave allowances.

APPLICATION PROCEDURE

Interested applicants should submit ten (10) copies of their applications with detailed curriculum vitae, e-mail address, telephone contacts, postal address, current post, copy of current pay slip, verified copies of academic, professional certificates and testimonials.

They should provide clearance certificates from the following organizations.

1. **HELB**
2. **EACC**
3. **Kenya Revenue Authority**
4. **Certificate of Good Conduct.**
5. They should also provide three (3) referees who are knowledgeable about their competence and areas of specialization, one of who must be a recent/last

employer. The referees should submit their confidential reports in sealed envelopes clearly marked with specific reference number, to the address below.

6. Applicants should fill the summary sheet attached in MS Word and send it to the following address: **dvcfa@mmu.ac.ke**.
7. Only shortlisted candidates will be contacted.

NOTE

- (i) MMU is an equal opportunity employer thus, women, persons with disability and minority groups are encouraged to apply.
- (ii) Applications quoting the respective reference numbers on the envelope, should reach the undersigned on or before **Friday 28th July, 2023**.

AMB. PROF. FESTUS KABERIA, PhD., OGW
VICE CHANCELLOR
