

# MATIBABU FOUNDATION

P.O. BOX 230 – 40607 UKWALA  
TEL: 0721801860, 0721884838

[www.matibabukenya.org](http://www.matibabukenya.org)  
[info@matibabukenya.org](mailto:info@matibabukenya.org)

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## JOB OPPORTUNITY

Matibabu Foundation is a registered health facility based in Siaya County. Whose focus is to improve the quality, affordability and accessibility of healthcare with more attention to the women and their families through offering affordable, facilities- based health care with extensive laboratory and pharmaceutical services.

We are hereby inviting qualified, talented and highly motivated candidates to fill the following positions.

**1. Position: Clinical Officers**

**Reports to: The Clinical Officer in charge**

The clinical Officer is responsible for timely clerking in of patients, making proper diagnosis and coordinating referral of patients to higher level health facilities.

**Qualification / Requirements:**

- Proven working experience in Clinical Department and General Management.
- Excellent communication and leadership skills.
- Duly registered and licensed the Clinical Council
- Ability to plan, multi-task and manage time effectively.
- Strong report writing and record keeping ability.
- Good computer and database skills.
- Diploma from a recognized college in Clinical Medicine

**2. Position: Pharmacy Technologist**

**Reports to: Pharm Tech in Charge**

Pharmacy Technologist process prescriptions and practitioners' orders; inspect drug storage areas; maintain inventory; manage central supply; and provide technical support services to the medical team.

**Qualification / Requirements:**

- Diploma in Pharmacy Technology

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***Extending Health Services to the people***

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- 2 years experience in a busy hospital set up
- Excellent communication and leadership skills.
- Duly registered and licensed by the Kenya Pharmacy and Poisons Board
- Ability to plan, multi-task and manage time effectively.
- Strong report writing and record keeping ability.
- Good computer and database skills.

### 3. Position: Nursing Officer in charge

**Reports to: The matron**

The nursing officer in coordination with physicians and other health care providers will assess patient's needs and develop nursing care plan that will promote customized patient care.

#### Qualification/Requirements

- Diploma in Nursing
- 2 years experience in a busy hospital set up
- Excellent communication and leadership skills.
- Duly registered and licensed by the Nursing Council of Kenya
- Ability to plan, multi-task and manage time effectively.
- Strong report writing and record keeping ability.
- Good computer and database skills.

### 4. Position: Laboratory Technicians

**Reports to: The lab technician in –charge**

To collect samples, study and perform tests on body fluids, teeth, chemical compounds, biological specimen or other fields of sciences.

#### Qualification/Requirements

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- Diploma in Clinical Laboratory
- 2 years experience in a busy hospital set up
- Excellent communication and leadership skills.
- Duly registered and licensed by the Kenya medical laboratory Technicians and technologist board.
- Ability to plan, multi-task and manage time effectively.
- Strong report writing and record keeping ability.
- Good computer and database skills.

## 5. Position: Cleaners

**Reports to: The Administration and HR Assistant**

The role of the cleaner is to provide a standard of cleanliness and hygiene throughout the hospital and responsible for providing janitorial and housekeeping duties for offices premises and related areas.

### Qualification/Requirements

- Excellent communication and leadership skills.
- Ability to plan, multi-task and manage time effectively.

## 6. Position: Security

**Reports to: The Security guard in charge**

The role is to secure premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings as well as prevent loses and damages by reporting irregularities

### Qualification/Requirements

- Excellent communication and leadership skills.
- Ability to plan, multi-task and manage time effectively.

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## 7. Position: Cashier

### Reports to: The Finance Manager

The cashier handles all cash transactions, receives payment, checks daily transactions and maintaining monthly, weekly and daily report of transactions

### Qualification/Requirements

- CPA 1 / KATC
- 2 years experience in a busy set up
- Strong proficiency in mathematics and statistics
- Ability to organize data and draft reports on daily, weekly and monthly basis
- Strong communication skills that help to develop courteous conversation with the customers

**Interested candidates on any of the positions should submit their applications, enclosing a detailed CV, copies of academic testimonials and names of three referees and day time telephone contacts to: -**

The Administration Officer,  
Matibabu Foundation,  
P.O. Box 230 – 40607,  
Ukwala, Kenya.

**OR** E-mail to [info@matibabukenya.org](mailto:info@matibabukenya.org) so as to reach us not later than 5<sup>h</sup> February 2019.