



## OFFICE OF THE REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL)

Ref: LU/ADMIN/R (ADMIN)/132/EA/ 108

DATE: 25<sup>TH</sup> JANUARY, 2024

### DECLARATION OF A VACANCY TO BE FILLED BY RECRUITMENT OF A CLINICAL OFFICER ON LOCUM

Laikipia University is a Public Chartered University located approximately 11km from Nyahururu Town and 50km from Nakuru City; along Nyahururu - Nakuru Highway. It is a premier University endowed with a serene environment which is conducive for learning.

The Vision of the University is to be a University for valued transformation of society with a mission to serve students and society through research, education, scholarship, training, outreach and consultancy.

To effectively fulfil its mandate, the University wishes to recruit a competent Clinical Officer to provide clinical services at the University Medical Centre to its staff members, students and the surrounding community.

Job Title	CLINICAL OFFICER
<b>Ref: No.</b>	<b>LU/AD/01/1/EA/CO - LOCUM/2024</b>
<b>Salary</b>	<b>Consolidated Salary of Kes. 43,193.00/=</b>
<b>Terms of Service</b>	Successful candidate for the position shall be appointed on Locum Terms for a period of three (3) months and may be eligible for re-appointment for a further term upon satisfactory performance.
<b>Key Duties and Responsibilities</b>	
<p>The Clinical Officer will be expected to;</p> <ul style="list-style-type: none"> <li>• Perform medical consultations</li> <li>• Provide treatment and guidance to patients as per the clinical guidelines and protocol adopted by the University Medical Centre.</li> <li>• Perform ward rounds and manage patients in the wards in consultation with the LUMC clinical team</li> <li>• Perform minor procedures as per training skills</li> <li>• Document all aspects of patient care and maintain accurate and complete medical records</li> <li>• Ensure that all patient's data and information are handled with confidentiality</li> <li>• Ensure 24-hour coverage of the hospital by a clinician by participating in the development of comprehensive monthly work/duty schedules</li> <li>• Assist in the formulation and review of relevant clinical guidelines, protocol, and procedures</li> <li>• Coordinates, participates, and present in continuous medical education (CMC) events</li> <li>• Participate in clinical and departmental meetings</li> <li>• Assist in the preparation of weekly and monthly MOH reports, working hand in hand with the immediate supervisor.</li> </ul>	

**Vision :** *A University for Valued Transformation of Society*

**Mission:** *To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



### **Qualifications**

For appointment to this post, a candidate must;

- Be holders of a diploma or degree in Clinical Medicine & Surgery from a recognized Institution.
- Be registered with the Clinical Officers Council Kenya and have a valid practicing license.
- Have a working experience of at least 2 years.
- Be computer literate.

### **Competence required**

- Excellent clinical accuracy
- Excellent customer service skills
- Effective communication skills- listening, oral and written
- Good interpersonal skills and team player
- Empathetic to patients of all ages
- Ability to work under pressure with minimum supervision

### **How to apply:-**

1. Applicants should submit detailed curriculum vitae (i.e. detailed academic qualification, professional experience, membership and/or associations) copies of certificates, e-mail addresses and daytime telephone contacts.
2. Provide names, telephone numbers and contact addresses of at least three referees.
3. Comply with the requirements of Chapter six (6) of the Constitution.
4. A copy of the application and referee's report confidential report on the applicant's suitability for the posts should be delivered to the undersigned:-

**The Registrar Administration and Human Capital (AHC),  
Laikipia University,  
P.O. Box 1100-20300,  
NYAHURURU, KENYA  
Email: [radmin@laikipia.ac.ke](mailto:radmin@laikipia.ac.ke)**

Applications to be received on **Thursday, February 8<sup>th</sup> 2024** by close of business.

Please note that only shortlisted candidates will be contacted.

***Laikipia University is an equal opportunity employer, Youth, Women and Persons with disabilities, marginalized and minority communities are encouraged to apply.***

