

Assistant Project Officer at Kenya Medical Training College (KMTTC)

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Job Description

When you choose to launch your medical career at KMTTC, you join more than 26, students at the College who aspire to improve the health of communities they live in. When you join one of the 50-plus specialized courses offered at KMTTC, you will be a part of the biggest human resource contribution to the health sector in Kenya; more than 80 percent of the hospitals' workforce is trained at KMTTC. You want to be part of the College that is currently graduating about competent health professionals every year into the health sector. Our team of more than highly qualified and experienced teaching and administrative staff will be happy to serve you.

TERMS OF SERVICE:THREE YEAR CONTRACT

REF. NO. KMTTC/QP-12/ EAF/6/

TENABLE:KMTTC FIELD SITES OR HEADQUARTERS, NAIROBI

Duties and responsibilities at this level will entail:

Responsible to the HRH Technical Officer

Program administration including scheduling meetings

Organizing logistics for program activities

Preparing requisitions, organizing meeting venue, filing activities accountability documents and reports and general filing of program documents and reports in designated filing system or shared folders.

Project driver

Professional qualifications and experience

A Bachelor's degree in social sciences or a health-related field is required; and additional post graduate certifications are an added advantage.

Minimum of 2 years working experience in an NGO or Government Agency with multi-cultural staff.

A valid over Sycars class BCE driving licence and defensive driving certification Copies of membership certificates of professional registration

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