

COUNTY GOVERNMENT OF MERU

DEPARTMENT OF HEALTH

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Chief Executive Officer

Ref: MRUMED/GEN/



**MERU TEACHING &
REFERRAL HOSPITAL**

Meru Teaching and Referral
Hospital
P.O. Box 8 – 60200
Meru

Date: 1st August 2025

ADVERT REF: MeTRH/HRM/01/2025

Meru Teaching and Referral Hospital is a specialized referral hospital committed to excellence in quality healthcare and training. Guided by our mission to provide client-centered, specialized, and accessible healthcare, facilitate training and research, and contribute to healthcare policy formulation at the county, national, and global levels, we take pride in delivering high-quality healthcare for all. The Hospital is seeking to recruit dynamic, compassionate, and highly skilled professionals to join our dedicated team in the following positions:

1) KENYA REGISTERED NURSE

Ref. Number: MeTRH/HRM/CCN/01/2025/26

Number of Posts: 4

Terms of Employment: Contract

Job Purpose

The General Nurse will report to the Clinical Executive Nursing Services (CENS) and will be required to provide comprehensive nursing care to patients in various hospital departments in accordance with established nursing standards, hospital policies, and relevant legislation. The officer will ensure optimal patient care through accurate assessment, planning, implementation, and evaluation of nursing interventions.

Duties and Responsibilities

- a) Provide holistic, high-quality nursing care to patients in line with set standards and protocols.
- b) Conduct patient assessment, admission, and discharge procedures in accordance with hospital guidelines.

- c) Monitor, record, and interpret patients' vital signs and promptly report any significant changes to the relevant clinician.
- d) Administer medication, treatments, and other prescribed therapeutic interventions safely and accurately.
- e) Maintain a clean, safe, and therapeutic environment by adhering to infection prevention and control measures.
- f) Offer health education, counselling, and psychosocial support to patients and their families to enhance recovery and well-being.
- g) Maintain accurate, comprehensive, and confidential nursing documentation and patient records.
- h) Compile and submit timely reports on nursing services and patient care outcomes.
- i) Collaborate effectively with multidisciplinary teams to provide coordinated and patient-centered care.
- j) Respond promptly to medical and surgical emergencies, providing appropriate first-line interventions.
- k) Uphold patient rights, dignity, confidentiality, and ethical standards in all nursing practices.

Qualifications and Experience

- a) Diploma in Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- b) Higher National Diploma in Critical Care Nursing from a recognized institution.
- c) Must have completed training in Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) and hold valid certification in both.
- d) Certificate in computer applications from a recognized institution.
- e) Registration Certificate with the Nursing Council of Kenya.
- f) Valid practicing license from the Nursing Council of Kenya.
- g) At least two (2) years of nursing experience in a recognized healthcare facility, with a minimum of one (1) year in a critical care, high-dependency, or emergency unit.

2) MEDICAL LABORATORY TECHNOLOGIST

Ref. Number: MeTRH/HRM/MLT/01/2025/26

Number of Posts: 2

Terms of Employment: Contract

Job Purpose

The Medical Laboratory Technologist will be reporting to the Laboratory Services Manager and will be responsible for performing diagnostic laboratory tests to support disease diagnosis, treatment, and prevention. The officer will ensure quality laboratory services by adhering to established protocols, safety standards, and professional ethics.

Duties and Responsibilities

- a) Receive, label, and analyse patient specimens in accordance with set procedures and standards.
- b) Perform diagnostic tests in haematology, microbiology, histology, biochemistry, immunology, and other relevant laboratory disciplines.
- c) Ensure proper use, calibration, and maintenance of laboratory equipment.
- d) Implement internal quality control and participate in external quality assurance programmes.
- e) Maintain accurate records of all laboratory tests and results.
- f) Ensure safe handling and disposal of laboratory waste and hazardous materials.
- g) Prepare and submit regular reports on laboratory activities.
- h) Maintain adequate stocks of laboratory reagents and supplies and report shortages.
- i) Participate in research and continuous professional development activities.
- j) Observe infection prevention and control measures in all laboratory processes.

Qualifications and Experience

- a) Diploma in Medical Laboratory Sciences from a recognized institution.
- b) Registration Certificate from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- c) Valid practicing license from KMLTTB.
- d) Certificate in computer applications from a recognized institution.
- e) At least two (2) years relevant work experience in a busy diagnostic laboratory.

3) RADIOGRAPHER

Ref. Number: MeTRH/HRM/RAD/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The Radiographer will be answerable to the Head of Radiology for providing diagnostic imaging services to aid in the diagnosis, treatment, and management of patient conditions. The officer will ensure safe, accurate, and timely imaging while maintaining high standards of patient care and radiation safety.

Duties and Responsibilities

- a) Prepare patients for radiological procedures and explain the process to them.
- b) Operate imaging equipment such as X-ray, ultrasound, CT scan, and MRI in accordance with safety standards.

- c) Position patients correctly to obtain optimal images for diagnosis.
- d) Process and review images to ensure diagnostic quality before submission to radiologists.
- e) Maintain imaging equipment in good working order and report faults promptly.
- f) Ensure adherence to radiation protection measures for patients, staff, and the public.
- g) Keep accurate patient and imaging records.
- h) Maintain adequate stock of consumables and request replenishment when necessary.
- i) Participate in continuous professional development and training activities.
- j) Comply with infection prevention and control protocols during all procedures.

Qualifications and Experience

- a) Diploma in Medical Imaging Sciences/Radiography from a recognized institution.
- b) Registration Certificate from the relevant professional body (Radiographers Board of Kenya).
- c) Valid practicing license from the Radiographers Board of Kenya.
- d) Certificate in computer applications from a recognized institution.
- e) At least one (1) year of relevant work experience in a busy imaging unit.

4) PHARMACEUTICAL TECHNOLOGIST

Ref. Number: MeTRH/HRM/PT/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The Pharmaceutical Technologist will be answerable to the Head of Pharmacy for dispensing medicines, counselling patients on medication use, and ensuring safe, efficacious, and cost-effective pharmaceutical services in accordance with applicable laws, policies, and standards.

Duties and Responsibilities

- a) Receive, interpret, and process prescriptions accurately.
- b) Dispense medicines and pharmaceutical products to patients and advise on their safe and effective use.
- c) Maintain appropriate storage conditions for medicines and other pharmaceutical supplies.
- d) Monitor medicine usage and report adverse drug reactions.
- e) Maintain stock control, conduct routine stock-taking, and prepare requisitions for replenishment.
- f) Ensure compliance with Good Dispensing Practices (GDP) and Good Storage Practices (GSP).
- g) Maintain accurate patient medication records and pharmacy transaction logs.
- h) Participate in health education on rational drug use for patients and staff.
- i) Prepare and submit regular reports on pharmacy operations.
- j) Comply with infection prevention and control procedures in the pharmacy.

Qualifications and Experience

- a) Diploma in Pharmaceutical Technology from a recognized institution.
- b) Registration Certificate from the Pharmacy and Poisons Board of Kenya.

- c) Valid practicing license from the Pharmacy and Poisons Board.
- d) At least two (2) years relevant work experience in a busy pharmacy or healthcare facility.
- e) Computer literacy and knowledge of pharmaceutical management systems will be an added advantage.

5) ICT OFFICER

Ref. Number: MeTRH/HRM/ICT/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The ICT Officer will be reporting to the Head ICT Services and will be responsible for implementing, maintaining, and supporting information and communication technology systems to ensure efficient service delivery and secure data management in the hospital.

Duties and Responsibilities

- a) Install, configure, and maintain ICT hardware, software, and network systems.
- b) Provide technical support and troubleshoot ICT-related issues for staff.
- c) Maintain and update hospital information systems, databases, and applications.
- d) Ensure security of ICT systems, data integrity, and regular backups.
- e) Monitor system performance and implement necessary upgrades or improvements.
- f) Train users on ICT systems and applications to enhance efficiency.
- g) Maintain an inventory of ICT equipment and software licenses.
- h) Assist in developing and implementing ICT policies and procedures.
- i) Participate in ICT project implementation, including telemedicine initiatives.
- j) Prepare and submit periodic ICT operations reports.

Qualifications and Experience

- a) Bachelor's degree in Business Information Technology, or a related field from a recognized institution.
- b) Professional certification in networking, systems administration, or cybersecurity will be an added advantage.
- c) At least two (2) years of relevant work experience in ICT support or systems administration.
- d) Proficiency in hospital information systems will be an added advantage.

6) MEDICAL CLAIMS OFFICER

Ref. Number: MeTRH/HRM/CO/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The Claims Officer will be answerable to the Director Finance for processing, verifying, and following up on medical claims to ensure timely reimbursement from insurance providers and

other third-party payers. The officer will ensure compliance with contractual agreements and maintain accurate claims records.

Duties and Responsibilities

- a) Receive and verify patient insurance information and pre-authorization documents.
- b) Process claims in accordance with hospital policies and insurer requirements.
- c) Review and validate supporting documents, including medical reports and invoices.
- d) Submit claims to insurers and follow up on pending payments.
- e) Investigate and resolve claim queries or discrepancies in collaboration with relevant departments.
- f) Maintain accurate claims records and update patient billing information.
- g) Prepare and submit regular reports on claim status, rejections, and reimbursements.
- h) Ensure compliance with data protection and confidentiality standards.
- i) Advise patients and staff on insurance coverage, benefits, and exclusions.
- j) Participate in process improvements to enhance efficiency in claims management.

Qualifications and Experience

- a) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- b) At least two (2) years of relevant work experience in claims processing, preferably in a healthcare or insurance setting.
- c) Proficiency in hospital management systems or claims processing software.
- d) A strong understanding of medical terminology and insurance processes will be an added advantage.
- e) Excellent communication, negotiation, and problem-solving skills.

7) HEALTH RECORDS OFFICER

Ref. Number: MeTRH/HRM/HRO/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The Health Records Officer will be answerable to the Head of Health Records Services for collecting, organizing, and safeguarding patients' medical records to ensure confidentiality, accessibility, and compliance with healthcare regulations.

Duties and Responsibilities

- a) Register and identify patients in the hospital information system.
- b) Retrieve, file, and maintain patients' medical records in an orderly and secure manner.
- c) Update patient records with new information, ensuring accuracy and completeness.
- d) Code and index medical records according to established classification systems.
- e) Compile and prepare statistical reports on hospital service delivery.

- f) Ensure the confidentiality and security of patient health information.
- g) Maintain an inventory of health records and ensure proper storage to prevent damage or loss.
- h) Assist in training staff on medical records management procedures.
- i) Participate in quality assurance activities related to health information systems.
- j) Support hospital planning and research by providing accurate health data.

Qualifications and Experience

- a) Diploma in Health Records and Information Technology from a recognized institution.
- b) Registration Certificate from the Association of Medical Records Officers of Kenya (AMROK) or relevant professional body.
- c) At least two (2) years of relevant work experience in a busy hospital setting.
- d) Proficiency in hospital information systems will be an added advantage.
- e) Knowledge of health data protection laws and regulations.

8) SOCIAL WORKER

Ref. Number: MeTRH/HRM/SW/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

The Social Worker will be answerable to the Head of Social Work Services for providing psychosocial support to patients and their families, facilitating access to social services, and enhancing patient well-being during treatment and recovery.

Duties and Responsibilities

- a) Assess patients' social, emotional, and financial needs to develop appropriate support plans.
- b) Provide counselling to patients and their families to help them cope with illness, hospitalization, or bereavement.
- c) Facilitate discharge planning, including linking patients with community-based support services.
- d) Advocate for patients' rights and access to necessary social and healthcare resources.
- e) Coordinate with medical teams to address non-medical factors affecting patient care.
- f) Conduct home visits where necessary to assess living conditions and support needs.
- g) Prepare and maintain accurate case records and reports.
- h) Participate in community outreach programmes to promote health and wellness.
- i) Support patients in accessing financial aid, insurance, and government social support programmes.
- j) Participate in training, research, and continuous professional development activities.

Qualifications and Experience

- a) Diploma in Medical Social Work or a related field from a recognized institution.
- b) Registration with Kenya Medical Social Workers Association (KEMSWA).
- c) At least two (2) years relevant work experience in a healthcare or social service setting.

- d) Counselling skills and training will be an added advantage.
- e) Strong communication, advocacy, and problem-solving skills.

9) HOUSEKEEPING OFFICERS

Ref. Number: MeTRH/HRM/ES/01/2025

Number of Posts: 2

Terms of Employment: Contract

Job Purpose

The Essential Services Officer will be answerable to the Health of Administrative Officer for providing non-clinical support functions essential to hospital operations, including cleaning, laundry, catering, and other auxiliary services, to ensure a safe and conducive environment for patient care.

Duties and Responsibilities

- a) Sweep, mop, scrub, and disinfect floors, walls, and surfaces in assigned areas.
- b) Empty, disinfect, and replace waste bins and sharp containers.
- c) Use appropriate cleaning agents and equipment safely.
- d) Carry out terminal cleaning in patient areas, theatres, and isolation rooms as directed.
- e) Follow infection prevention and control (IPC) guidelines strictly.
- f) Report maintenance needs and supply shortages to supervisors.
- g) Support emergency cleaning tasks as needed.

Qualifications and Experience

- a) K.C.S.E Certificate or its equivalent.
- b) Certificate in Housekeeping, Hospitality Management or a related field from a recognized institution will be an added advantage.
- c) At least two (2) years of relevant work experience in support services management, preferably in a healthcare setting.
- d) Knowledge of infection prevention and control in hospital environments.
- e) Supervisory skills and experience managing diverse support service teams.
- f) Computer literacy and report writing skills.

10) SECURITY GUARD

Ref. Number: MeTRH/HRM/SG/01/2025

Number of Posts: 5

Terms of Employment: Contract

Job Purpose

The Security Guard will be answerable to the Head of Security for ensuring the safety and security of hospital staff, patients, visitors, and property by enforcing security protocols, monitoring premises, and responding to incidents in accordance with established guidelines.

Duties and Responsibilities

- a) Control access to hospital premises by monitoring entry and exit points.
- b) Conduct regular patrols of buildings and surrounding areas to deter and detect security breaches.
- c) Monitor surveillance systems and report any suspicious activities.
- d) Respond promptly to alarms, emergencies, and security incidents.
- e) Escort and protect hospital personnel, patients, and visitors when necessary.
- f) Enforce hospital rules and regulations related to safety and security.
- g) Assist in managing crowds and maintaining order during emergencies or special events.
- h) Report security incidents and prepare incident reports for management action.
- i) Ensure security equipment is in good working condition and report defects.

Qualifications and Experience

- a) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or equivalent qualification from a recognized institution.
- b) Certificate in Security Operations or related field from a recognized institution will be an added advantage.
- c) Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- d) At least two (2) years relevant work experience in a security role, preferably in a healthcare or public institution.
- e) Training in first aid, firefighting, or emergency response will be an added advantage.
- f) Ex-NYS graduates will have an added advantage
- g) Physically and medically fit, with a clean record of conduct.

11) MEDICAL OFFICERS

Ref. Number: MeTRH/HRM/MO/01/2025

Number of Posts: 2

Terms of Employment: Contract

Job Purpose

The Medical Officer will be answerable to the Director of Medical Services for diagnosing, treating, and managing patients in accordance with established medical standards, hospital policies, and ethical guidelines, while contributing to research, and quality improvement in patient care.

Duties and Responsibilities

- a) Conduct clinical assessments, order investigations, and make accurate diagnoses.
- b) Prescribe and administer appropriate treatment, medication, and therapeutic interventions.
- c) Perform medical and minor surgical procedures as required.
- d) Monitor and review patients' progress and adjust treatment plans accordingly.
- e) Maintain accurate, timely, and complete patient medical records.

- f) Participate in ward rounds, clinics, and multidisciplinary team meetings.
- g) Provide health education and counselling to patients and their families.
- h) Adhere to infection prevention and control protocols in all clinical activities.
- i) Respond promptly to medical emergencies and participate in disaster response.

Qualifications and Experience

- a) Bachelor's Degree in Medicine and Surgery from a recognized institution.
- b) Registration and valid practising licence from the Kenya Medical Practitioners and Dentists Council (KMPDC).
- c) At least one (1) year post-internship work experience in a busy healthcare facility.
- d) Evidence of participation in professional development will be an added advantage.

12) JUNIOR CLERK

Ref. Number: MeTRH/HRM/JC/01/2025

Number of Posts: 2

Terms of Employment: Contract

Job Purpose

To support the hospital's financial operations by ensuring accurate billing, timely collection, receipting, and recording of revenue. The Revenue Clerk will handle patient payments, process insurance and SHIF claims, maintain proper records, and provide excellent customer service in line with hospital policies and financial regulations.

Duties and Responsibilities

- a) Receive and process patient payments and issue official receipts.
- b) Prepare patient bills and invoices for outpatient and inpatient services.
- c) Verify SHIF and insurance details, process claims, and ensure timely submission to relevant bodies.
- d) Record daily revenue transactions into the hospital accounting system accurately.
- e) Prepare and reconcile daily collections for banking in compliance with hospital financial procedures.
- f) Maintain proper records of receipts, invoices, and claim documents for accountability and audit purposes.
- g) Assist in reconciling accounts with SHIF and other insurance clients.

Qualifications and Person Specifications

- a) Diploma in Accounting, Finance, Business Administration, or a related field (CPA Part I or II is an added advantage).
- b) At least 2 years of experience in revenue collection, cash office operations, or accounts, preferably in a healthcare setting.
- c) OR At least two (2) years of relevant work experience in clerical, administrative, or records management functions (experience in a health facility will be an added advantage).

- d) Proficiency in computerized accounting systems and hospital management information systems.

13) MORTICIAN I

Ref. Number: MeTRH/HRM/MORT/01/2025

Number of Posts: 1

Terms of Employment: Contract

Job Purpose

To provide professional mortuary services by supervising and spearheading receiving, preserving, preparing, and presenting bodies for postmortem, viewing, and dispatching body in a dignified manner. The Mortician I will ensure that mortuary operations are carried out efficiently, hygienically, and in accordance with health regulations and hospital policies.

Duties and Responsibilities

The job holder will spearhead

- a) Receiving, register, and tag bodies at the mortuary in accordance with hospital procedures.
- b) Preparing bodies for preservation, postmortem examination, viewing, and dispatch.
- c) Embalming, disinfect, and apply restorative techniques to preserve human remains.
- d) Maintaining accurate mortuary records, including admissions, releases, and postmortem details.
- e) Assist pathologists during postmortem examinations.
- f) Clean and disinfect mortuary facilities, equipment, and instruments to meet hygiene and safety standards.
- g) Liaise with bereaved families, funeral homes, and law enforcement officers when required.
- h) Ensure proper storage, security, and handling of human remains.
- i) Preparing and issue relevant mortuary reports and documentation.
- j) Ensure compliance with health, safety, and legal regulations relating to mortuary operations.

Qualifications and Person Specifications

- a) Diploma in Mortuary Science, Anatomy, or related field from a recognized institution.
- b) Certificate in Embalming, Mortuary Operations, or related specialization will be an added advantage.
- c) At least **2 years of experience** in mortuary operations in a hospital or funeral home setting.

Application Procedure

Interested and qualified candidates are invited to submit their applications, quoting the reference number of the position applied for on both the cover letter and the envelope/email subject line. The application should include:

1. A cover letter detailing suitability for the position.
2. A detailed and updated Curriculum Vitae (CV).
3. Certified copies of academic and professional certificates.
4. Certified copy of the National Identity Card or passport.
5. Valid registration and practicing license from the relevant professional body (where applicable).

Applications should be delivered/posted to:

The Chief Executive Officer
Meru Teaching and Referral Hospital
P.O. Box 8 – 60200 Meru

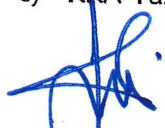
Deadline for receipt of applications: 15th August, 2025

Only shortlisted candidates will be contacted.

Meru Teaching and Referral Hospital is an equal opportunity employer and values diversity. People abled differently, the marginalized, and the minorities are encouraged to apply. Applicants are informed that any form of canvassing will lead to automatic disqualification.

NB:

1. Meru Teaching and Referral Hospital DOES NOT charge ANY FEES for application
2. Only shortlisted candidates will be contacted through telephone number +254772207572
3. Successful candidate will be required to submit the document listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010: –
 - a) A certificate of good conduct from the National Police Service
 - b) EACC Clearance
 - c) Credit Reference Bureau Clearance
 - d) HELB Compliance
 - e) KRA Tax Compliance


Dr. Bernard Murithi
Ag. Chief Executive Officer
Meru Teaching & Referral Hospital

