



VACANCY ANNOUNCEMENT

Kenya Red Cross Society is one of the largest humanitarian organizations in Kenya. Our mission is to timely, effectively and innovatively deliver humanitarian services with respect, in solidarity and accountability to our stakeholders, our communities and affected populations.

The Society seeks to fill the following position:

Position Title: Head Nurse (**Re-advertised**)

Reporting to: Clinical Services Coordinator

Job location: Kalobeyei, Kakuma

Position summary;

The overall objective of the position takes overall responsibility of planning, supervising, coordinating nursing services, deployment of the nursing staff to various sections, organizing and discharging activities to the nursing staff

Key Responsibilities;

- Overall in-charge of all nursing services and would therefore work as both supervisor and team leader of the whole team.
- Participate actively in the planning and evaluation at the clinics.
- Coordinating care for complex clients and demonstrate leadership when collaborating with care providers.
- Compile and submit daily, weekly and monthly IPD HIS reports.
- Deployment of nursing staff at the clinics with special consideration of coverage at the MCHFP and maternity departments.
- Liaise with Logistics coordinator in planning of the field movement of staff on a daily basis
- Ensure the KRCS guidelines, policies and vision are understood and followed by the nursing department.
- Oversee the development and implementation of SOPs, policies and procedures on operating an IMOC inpatient facility.
- Acquiring and maintaining current knowledge in the Nursing Education and practice.
- In collaboration with the administrator and in-charges oversee the daily staff track of the nurses.
- Manage the nursing personnel in cooperation with the Human Resource office in recruitment, deployment and disciplinary sittings concerning the nursing staff.
- Ensure adherence to polices and guidelines with reference to nursing practice, infection control and prevention and healthcare waste management.
- Report any significant changes in operations of the health services to the HOP.
- Recommend and implement inter-departmental reshuffle of hospital nursing staff biannually/annually or whenever necessary.

- Participate in all mortality audits.
- Identification and assessment of training needs of the nursing staff depending on their respective areas of work and ensure fair selection when training opportunities arise.
- Network with the logistics department, pharmacy, administrator and other sector heads to ensure there is availability of resources (medical supplies)

Minimum Qualifications;

- Bachelor's degree or Higher diploma in Nursing or equivalent qualifications.
- Registered with the nursing council of Kenya and have a current practicing license
Over two (2) years relevant experience gained in a busy hospital setup

Desired Competencies;

- Excellent interpersonal and communication skills with the ability to Influence and interface with senior members of the business/Society
- A strong sense of business ethics including the ability to appropriately handle confidential information.
- Experience in coaching, employee development and driving process improvements and conducting Job Evaluations

Application Procedure

Interested candidates who meet the above qualifications should send their applications to the address below on or before **16th November 2018**.

- Kenya Red Cross Society Lodwar Branch Office or
- Kenya Red Cross Society Kakuma Tracing Office or
- Post it to; -

**Secretary General
Kenya Red Cross Society
P.O. Box 40712-00100
Nairobi**

Nairobi Applications MUST contain; letter of application, curriculum vitae, copies of relevant certificates (including Current Practising License), address and contacts of two referees.

Job disclaimer and notification:

Kenya Red Cross Society is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.