

KISUMU MEDICAL AND EDUCATION TRUST (K-MET)



Tom Mboya Estate, Off Kondele – Airport Ring road
P.O. Box 6805- 40103. Kisumu, KENYA
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K-MET is a non-profit making, non-governmental organisation founded in 1995 and registered under the Trustees Act in 1996. It was formed to create, establish and manage health, education and development programs; promote and manage medical institutions to provide and sustain comprehensive clinical and educational facilities and services of the highest quality throughout Kenya. K-MET is managed through a Board of Trustees which ensures that the project is managed according to KMET policies and procedures of KMET and the laws of Kenya. **MISSION:** To promote development in underserved communities through innovative health and education programs hence the mantra *promoting health and education*.

We are seeking for two (2) skilled and experienced individuals to recruit for the following positions in the Quality **Healthcare Financing program (QHF-P)** in western Kenya (Nyanza, Rift Valley & Western Province)

1. **Finance and Business Development Officer (One position)**

Reporting to the **Senior Finance and Business Development Officer** the incumbent will offer technical support to the Private health providers to improve their capacity in business planning and Finance management towards improving quality of services

Roles and responsibilities:

- Provide technical support to Private Health Providers in the quality improvement process. This includes assisting in developing business plans (as part of broader quality upgrade plans) and monitoring the implementation of the Quality Healthcare Financing program (QHF-P).
- Assists health care facilities in (re)producing annual statements
- Prepare and facilitate training on business development for participating members
- Assist health facilities in completing loan applications and underlying documentation
- Ensure that business plans are properly planned and synchronized with the approved medical upgrade plans
- Maintain regular contacts with the financial institution(s) partners, donor and other relevant stakeholders and actively promote information sharing
- Compile quarterly and annual progress reports

Requirements

- Degree in Banking, Accountancy or Business and preferably a post graduate degree/diploma in the same or related fields
- At least 5 years of experience in supporting Small and Medium Enterprises (SMEs), preferably including private health facilities

- Qualified trainer with a high level of experience
 - Additional training in turn-around management will be an advantage
 - Proven experience in process management
 - Display a commitment to health development
 - Proven and outstanding skills in analytical thinking and writing up concepts, proposals and action plans including appropriate budgeting
 - Excellent communication and writing skills
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2. Quality Assurance Officer (One position)

Reporting to the **Senior Quality Assurance Officer** the incumbent will offer technical assistance to Private health providers and strengthen their capacity in improving the quality of services

Roles and responsibilities:

- Assess identifies health facilities to identify the gaps in quality service provision
- Provide technical support to the Private Health Practitioners in developing quality upgrading plans and monitoring of the implementation
- Prepare and facilitate training on quality improvement for participating members
- Ensure that upgrading plans are properly planned and synchronized with the approved business plans
- Maintain regular contacts with the Ministry of Health quality department, other relevant stakeholders and actively promote information sharing
- Ensure proper management of the contract between K-MET and the donor of the Program
- Contribute to the preparation of quarterly and annual progress reports

Requirements

- Degree in Medicine or Nursing and a post graduate degree/diploma in Public Health or related field
- At least 5 years of experience in direct health service delivery
- Qualified trainer with a high level of experience
- Additional training in quality management will be an advantage
- Proven experience in process management
- Display a commitment to health development
- Proven and outstanding skills in analytical thinking and writing up concepts, proposals and action plans including appropriate budgeting
- Excellent communication and writing skills

Remuneration:

The successful candidate will be appointed to the rank that commensurate with their qualifications and experience.

Applications/CV with daytime telephone contacts and three referees should be sent by 22nd December, 2011 to:

The Programs and Administration Manager
 Kisumu Medical and Education Trust (KMET)
 Tom Mboya Estate, along Kondele – Nyawita bypass
 P.O Box 6805- 40103, Kisumu, Kenya
 E-mail: info@kmet.co.ke and samowoko@kmet.co.ke

Only shortlisted candidates will be contacted