



CLINICAL OFFICERS COUNCIL

Our Vision

“Competent and Responsive Clinical Officers”

Our Mission

“Ensuring standardized training, registration and licensing of Clinical Officers”

VACANCY ANNOUNCEMENT

Pursuant to Part II section 9 (1) of the Clinical Officers Council Act No. 20 of 2017, and in order to enhance institutional capacity and deliver on its mandate, the Clinical Officer's Council invites applications from suitably qualified persons to be considered for appointment to the position of the Registrar/ Chief Executive Officer of the Council, Job Reference No. COC01/03/2025.

Persons Specifications

For appointment to this post, a candidate must have:-

- A minimum period of fifteen (15) years' work experience with;
- At least five (5) Years' relevant experience in management;
- A Kenyan Citizen;
- Bachelor of Science either in Clinical Medicine, Clinical Medicine and Community Health or Higher National Diploma in Clinical Medicine from a recognized institution.

OR

- Bachelor's degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution plus
 - A Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution
- Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents

and Emergency Care, Medical Sociology, Human Physiology, Parasitology, Psychology, Medical Biostatistics, Biochemistry, Disaster Management, Oncology or any other equivalent qualification from a recognized institution;

- Certificate of Registration from the Clinical Officers' Council;
- Valid Professional Practice License from the Clinical Officers' Council;
- Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Proficiency in computer applications; and
- Fulfill the requirements of Chapter six (6) of the Constitution.

The following competencies and skills will be required for the position:

- Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- A visionary and result oriented thinker;
- Excellent organizational, interpersonal and communication skills; and
- Capacity to work under pressure to meet strict deadlines.

Key Responsibilities

The duties and responsibility of the Registrar/Chief Executive Officer will entail:

- i. Accounting Officer of the Council;
- ii. Maintaining a register and records of all clinical officers registered;
- iii. Publishing in the Kenya Gazette every calendar year the names of all registered clinical officers;
- iv. Overseeing the development and recommending to the Council long term strategy, work plans, annual operating budgets and establishing proper internal monitoring and control systems;
- v. Implementing decisions of the Council and Government policies in a result oriented and timely manner;
- vi. Carrying out the day-to-day management of the Council;
- vii. Overseeing the implementation of corporate policies, strategies and programmes;
- viii. Advising the Council on key technical, financial and administrative matters;
- ix. Ensuring continuous improvement in the quality of service provided by the COC;
- x. Overseeing continuous achievement of COC's financial and operating goals and objectives;
- xi. Providing leadership to Senior Management and Staff;
- xii. Maintaining a conducive work environment for attracting, retaining and motivating employees;
- xiii. Attending to all Human Resource matters including organizational structure, appointments, welfare, training, separation and effective management succession planning;
- xiv. Ensuring effective communication between management and the Council as well as between different levels of management;
- xv. Fostering a corporate culture that promotes ethical practices and good corporate

- citizenship;
- xvi. Overseeing stakeholder management and enhancement of corporate image of the organization;
- xvii. Developing and maintaining a risk management framework and ensure risks are effectively managed; and
- xviii. Spokesperson of the Council.

Terms and Conditions

The appointment will be for a contractual period of four (4) years, renewable once, subject to satisfactory performance. The successful candidate will receive a competitive remuneration package as determined by the Salaries and Remuneration Commission.

How to Apply:

1. All applications should include:
 - i. A signed cover letter.
 - ii. An up-to-date Curriculum Vitae, detailing current and expected remuneration, academic and professional qualifications, work experience, and contact information. The CV should include names, phone numbers, postal, and email addresses of at least three (3) referees familiar with the candidate's academic and work experience.
 - iii. Copies of educational and professional certificates, a valid identity card or passport.
2. Interested and qualified persons are requested to submit their applications directly to the Council, either by hand delivery or via the following address:
3. Applications must be sent by either registered post, email, or hand-delivered to the Council's offices at the 2nd Floor, Blue Violet Plaza - Kilimani, marked with the job reference and title on both the application letter and envelope addressed to:

**The Chairperson,
Clinical Officers Council
P.O.BOX 19795 - KNH.
NAIROBI.**

Online applications should be emailed in PDF format to:
ceorecruitment@clinicalofficerscouncil.org

Applications should reach us on or before **2nd April 2025** by 5.00 pm

Please Note:

1. Incomplete applications and those without relevant qualifications and documentation will not be considered.
2. Only shortlisted and successful applicants will be contacted.
3. Shortlisted applicants will be required to provide clearances from the Kenya Revenue Authority (KRA), Higher Education Loans Board (HELB), Ethics & Anti-Corruption Commission (EACC), Directorate of Criminal Investigations (DCI), and a Credit Reference Bureau (CRB).
4. Shortlisted candidates shall be required to produce originals of their National Identity Cards, academic and professional certificates and transcripts during interview.
5. It is a criminal offence to produce fake certificates/documents.

Clinical Officers Council is an Equal Opportunity Employer. Qualified Women and Persons with Disabilities are strongly encouraged to apply. Canvassing in any form will lead to automatic disqualification