



VACANCY ANNOUNCEMENT

Kenya Red Cross Society is one of the largest humanitarian organisations in Kenya. Its vision is to be the most effective, trusted and self-sustaining humanitarian organisation in Kenya.

The Society is looking for a qualified person to fill the following position:

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|------------------------|--------------------------------------|
| Position Title: | Nursing Officer (6 Positions) |
| Reporting to: | Nursing Officer In-Charge |
| Job Location: | Dadaab Refugee Operation |

NURSING OFFICER

Overall Purpose

The overall objective is to provide a high standard of client care to both outpatients and inpatients, in accordance with clinical guidelines, policies, procedure quality standards and guidelines for nursing professional practice.

Duties and Responsibilities

- The Nursing Officer shall work in specific ward/clinic assigned to and would therefore work as both supervisor and team leader of the refugee staff.
- Prepare for and assist the doctors during the rounds and whenever required.
- Ensure that all required observations, prescribed treatment and procedures are properly carried out and documented on patient's charts.
- Refer to the doctor in charge or to the doctor/CO on call relevant information such as patient's status and laboratory results, which would assist in proper clinical management.
- Arrange and submit weekly clinic/ward work schedule and plan daily duties and responsibilities for each refugee staff.
- Participate in camp health surveys/campaigns.
- Conduct regular training session for refugee staff on basic nursing care/management of various ward/clinic cases and charting.
- Give health education to patients and clients
- Compile and submit monthly reports.
- Monitor and supervise proper usage of supplies.
- Maintain equipment in good condition and submit regular inventory report of the same.
- Maintain drug registers and drug consumption within the ward level.
- Ensure that all admissions, discharges, transfers and deaths are properly recorded as they occur.
- Taking and recording of vital signs and proper documentation of all nursing procedures
- Ensure the clinic/ward is cleaned to the expected standards.
- Perform coverage and be on-call as required.

Minimum Qualifications

- Over three (3) years' experience.
- Registered nurse from KMTC or other recognized nurse training institute.
- Valid and current registration with the Nursing Council of Kenya.

Key Competencies

- At least 2 years working in a busy hospital set-up.
- Strong leadership, team building, conflict resolution and ability to deliver the Society's strategic objectives.
- Demonstrated proficiency in computer applications such as word processing, spreadsheets, database, email and utilization of the internet.

Applications MUST contain:

Letter of application, curriculum vitae, copies of relevant certificates, address and contacts of two referees.

All applications should be addressed to:

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