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OFFICE OF THE VICE-CHANCELLOR

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

The University of Eldoret is a Public University chartered in 2013, with seven (7) schools namely; Agriculture and Biotechnology; Arts and Human Development; Business, Economics and Management Sciences; Education; Engineering; Environmental Sciences & Natural Resource Management and Science. It has over 12,000 students, 1001 employees and land measuring 1,057 acres.

The University has a Vision of being a "premier University Nurturing Global Leaders and Innovators for Sustainability" and a Mission "to provide Quality Education, Training, Research and Entrepreneurship in Science, Agriculture, Engineering, Technology and the Arts to meet the needs and aspirations of a dynamic society".

Under Part V Section 35 of the Universities Act 2012, the University of Eldoret invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following vacant positions on locum basis: -

S/No.	Designation	Advert No.	No. of Positions
1.	Clinical Officer I	UoE/ADM/C/H/CO/01/19/11/2024	1
2.	Public Health Officer II	UoE/ADM/C/H/PHO/02/19/11/2024	1

1. Clinical Officer I

Job Description

Reporting to the Senior Medical Officer, Clinical Officer I shall be responsible for the management of clinical services at the University clinics, examining, diagnosing and treating patients at the University and referring them where appropriate to the specialists.

Requirements for Appointment.

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

- i. Higher National Diploma in Clinical Medicine and Surgery from a recognized institution with added advantage for candidates specialized in Ear, Nose and Throat (ENT).
- ii. At least three (3) years relevant work experience.
- iii. Current practicing Certificate.
- iv. Membership registration to the relevant professional body.
- v. Proficiency in computer applications.
- vi. Evidence of continuous professional development.
- vii. Continuous Management training lasting not less than four (4) weeks from a recognized institution.

Duties and Responsibilities of a Clinical Officer amongst others will be:

- i. Taking history, examining, diagnosing, ordering laboratory and imaging investigations.
- ii. Interpreting laboratory and imaging results; treating patients' common ailments at an Outpatient or inpatient health facility.
- iii. Implementing Community Healthcare activities in liaison with other health workers; guiding and counselling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; carrying out surgical procedures.
- iv. Training and skill; collecting and compiling clinical data; providing clinical outreach and school health services.
- v. Organizing health management teams and convening health management committee meetings; assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

2. Public Health Officer II

Job Description

Reporting to the Head, Public Health Department, Public Health Officer II shall be responsible for maintaining general sanitation and implementation of public health services in the University.

Requirements for Appointment.

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

- i. Bachelor's degree in Environmental/Public Health Science from a recognized institution.

- ii. At least one (1) year relevant work experience.
- iii. Valid registration with the relevant professional body.
- iv. Current practicing Certificate.
- v. Continuous Management training lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in Information and Communication Technology.
- vii. Evidence of continuous professional development.

Duties and Responsibilities as Public Health Officer II amongst others will be:

- i. Inspect foodstuffs delivered to the University to ensure they are of the right quality and fit for human consumption.
- ii. Advise the students and staff of the University on proper waste management so as to prevent waste-related diseases.
- iii. In liaison with Head, Public Health Department, enforce public health regulations in the University and its environs to ensure compliance with all the relevant regulations.
- iv. Monitor water quality within the University by taking samples to approved government institutions to ensure the water consumed is safe and meets the required standards.
- v. Organize medical examination of food handlers to prevent any foodborne diseases.
- vi. Promote health education to the University staff and students on public health matters through seminars, workshops and campaigns to create awareness on emerging public health concerns.
- vii. Inspect the university premises to ascertain the sanitary health status and advice appropriately.

Terms and Conditions

Successful candidates for the position of Clinical Officer I and Public Health Officer II shall be appointed on a locum basis for a period of six (6) months under the prevailing terms and conditions of this appointment.

Please Note:

- i. Application documents should include: - detailed curriculum vitae, certified copies of relevant academic certificates, professional certificates, testimonials, national identity card or passport, three (3) reference letters and other relevant supporting documents.
- ii. Applications and related documents should be addressed to the Vice-Chancellor, University of Eldoret.
- iii. Applicants are advised to indicate the title and advertisement number of the position being applied for on the cover letter subject.

- iv. The University of Eldoret is committed to implementing the provisions of Chapter 232 (1), (g,h&i) of the Constitution of Kenya by being an Equal Opportunity Employer, thus women, persons with disability and marginalized groups are encouraged to apply.
- v. Any form of direct or indirect canvassing will lead to the automatic disqualification.
- vi. Only shortlisted candidates will be contacted.

Application Procedure:

1. Interested applicants possessing the above qualifications, should send the electronic scanned copy of their application documents in PDF format (as one running document) to the following email: vc.applications@uoeld.ac.ke ;
2. Only shortlisted candidates will be advised to submit Current, valid documents in compliance with Chapter Six (6) of the Kenyan Constitution, except for EACC shall be obtained by the University for **Only** shortlisted candidates.
3. Applications must be received on or before **Monday, 23rd December, 2024** at **midnight**.
4. No applications submitted after the closing date and time will be considered.

The University of Eldoret is an Equal Opportunity Employer