



EXTERNAL ADVERT

Advertised on: September 24, 2024

Dead line: October 4, 2024

1. PART TIME PEDIATRIC DENTIST – UNES/IGU-DP/LPD/09/24: One (1) Position

Location: UoN Dental Plaza – Upper hill area, Nairobi

a. Overview of the Job:

We are looking for a dedicated Pediatric Dental Specialist to join our team of part time Specialists. The Specialist shall see the patients strictly on appointment and on allocated days. The ideal candidate will have a strong background in pediatric dentistry and a passion for working with children. As a Pediatric Dental Specialist, you will be responsible for diagnosing and treating dental issues in children, from infancy through adolescence.

The details of the duties and responsibilities are as follows:

- i. Diagnosis and management of complex oral, cranio maxillofacial diseases and other conditions affecting children.
- ii. Prescribe appropriate investigations and formulate treatment plans providing wholesome patient care in the specialty
- iii. Performing surgical medical procedures that may include minor oral surgery, trauma surgery, craniofacial surgery (congenital and developmental anomalies)
- iv. Manage the behavioral and emotional needs of young patients.
- v. Collaborate with other dental professionals to provide comprehensive care.
- vi. Monitor and evaluate patient progress and adjust treatments as necessary
- vii. Maintain accurate patient records and documentation.
- viii. Providing health education and promotion;
- ix. Adhere to all regulatory and compliance requirements

b. Job Specifications/Requirements

- i. Masters of Dental Surgery degree in Paediatric Dentistry or equivalent qualification from institution recognised by the Medical Practitioners and Dentists Board;
- ii. Bachelor of Dental Surgery degree or any other equivalent qualifications from an institution recognised by the Medical Practitioners Board;
- iii. Specialist recognition certificate as a dental Specialist Paediatric from the medical Practitioners and Dentists Board; Those that have finished Masters of dental Surgery and are undergoing the KMPDC registration attachment are encouraged to apply
- iv. Minimum of 3 years of experience in Paediatric dental practice.
- v. Registration certificate by the Medical Practitioners and Dentist Council;

- vi. Valid practicing Licence by the Medical Practitioners and dentist Council
- vii. Retention in the Medical Practitioners and dentists Board Register
- viii. Professional Indemnity Cover

Person's Specifications

- i. Strong understanding of child psychology and behaviour management.
- ii. Ability to communicate effectively
- iii. Proficiency in dental software and electronic health records.
- iv. Ability to perform complex dental procedures.
- v. Knowledge of preventive dental care and oral hygiene practices.
- vi. Strong problem-solving and critical-thinking skills.
- vii. Ability to work in a fast-paced environment.
- viii. Compassionate and patient-focused approach.
- ix. Ability to collaborate effectively with other healthcare professionals.
- x. Strong ethical standards and professionalism.

2. PART TIME - PEDIATRIC OPHTHALMOLOGIST – UNES/IGU-EC/LPO/09/24:

Number of vacant positions: One (1)

Physical Location: UoN Eye Clinic – Upper hill Area, Nairobi

a. Job Overview

We are looking for a dedicated Pediatric Ophthalmologist to join our team of part time Specialists. The Specialist shall see the patients strictly on appointment and on allocated days. The ideal candidate will have a strong background in pediatric ophthalmology and a passion for working with children. As a Pediatric Specialist, you will be responsible for diagnosing and treating eye issues in children, from infancy through adolescence.

The duties and responsibilities shall include:

- i. Conduct comprehensive eye examinations for children and adolescents.
- ii. Diagnose and treat a variety of pediatric eye conditions.
- iii. Prescribe corrective lenses and other treatments.
- iv. Perform surgical procedures as needed.
- v. Develop and implement individualized treatment plans
- vi. Ensure compliance with healthcare regulations and standards.
- vii. Collaborate with other Eye Health Team in delivery of services.
- viii. Demonstrate Professional and ethical conduct when dealing with children, families and communities.

b. Job Specification /Requirements

- i. Masters' Degree in Medicine – Ophthalmology or equivalent from a recognized institution.
- ii. Post Graduate Fellowship in Pediatric Ophthalmology.
- iii. Bachelor's Degree in Medicine and Surgery or equivalent from a recognized Institution.
- iv. At least eight (8) years relevant work experience, of which three (3) years must have been in a Pediatric Ophthalmology Clinic;

- v. Practicing Certificate/ license from the Kenya Medical Practitioners and Dentists Council.
- vi. Proficiency in computers
- vii. Fulfill the requirements of Chapter 6 of the constitution.

3. MANAGER, HOSPITALITY SERVICES - UNES/HOSP/MH/09/24 – 1 POSITION

Location: Nairobi

Contract Duration: Three Years Renewable with Three Months Probationary Period

a. Position overview:

We are looking for a result-oriented individual with strong business acumen to manage our hospitality Section. The job holder will coordinate the operations of the restaurants, conferencing and outside catering events for business growth and sustainability

The duties and responsibilities will include:

- i. Identify and pursue viable hospitality projects for revenue growth
- ii. Identify and pursue hospitality strategic partnerships for long term business growth
- iii. Monitoring financial performance of the department
- iv. Ensuring compliance with the established hospitality laws and regulations
- v. Manage and control costs to ensure efficiency of operations
- vi. Enhance customer experience through the quality of products and services
- vii. Ensure that accountability and careful handling of equipment is provided and maintained
- viii. Review and implement policies and procedures that guide the hospitality department
- ix. Ensure high standards of hygiene and safety is maintained
- x. Responsible for proper maintenance, handling and accountability of all restaurants, outside catering and conference equipment

b. Job Specifications

- i. Bachelor's Degree in Hotel & Restaurant Management or equivalent from a recognized accredited institution
- ii. At least Five (5) years' work experience in management of Restaurants/banquets/conference /outside catering activities in a busy commercial institution
- iii. Experienced in food & beverage production, restaurant sales, food costing & control
- iv. Results oriented and with strong attention to details
- v. An effective team player and leader
- vi. Experienced in budgeting, forecasting and preparation of reports
- vii. Strong problem-solving skills
- viii. Ability to work for long hours with minimal supervision
- ix. Ability to multitask with strong coordination skills
- x. Good writing and oral communication skills

4. ASSISTANT INTERNAL AUDITOR - UNES/R&I.AUD/ASS.INT.ADT/09/24 – 1 POSITION

Location: Nairobi

Contract Duration: Three Years Renewable with Three Months Probationary Period

a. Job Purpose:

The job holder is responsible for the management of controls for efficiency of operations and compliance with laws and regulations.

The position reports to the Managing Director, the incumbent shall be tasked with the following responsibilities:

- i. Developing Audit Programs for the Audit Assignments in the Audit Plan.
- ii. Conducting risk based internal audits as per the Audit Plan.
- iii. Review implementation of the Enterprise Risk Management framework and provide Quarterly Status reports.
- iv. Ensuring that the internal controls are reviewed and documented on their effectiveness and adequacy;
- v. Supervising the preparation of work programs to ensure that audits are planned and well managed;
- vi. Recommending mitigation measures to address identified weaknesses where necessary;
- vii. Advising Senior Management on key audit issues and recommendations through exit meetings;
- viii. Following up on implementation of audit recommendations on both Internal and External
- ix. Audits and provide a status report on the unresolved audit issues
- x. Leading the audit team in performing other adhoc audit assignments relating to governance, risk management and control as appropriate.
- xi. Providing support to the External Auditors – both statutory by Auditor General or other auditors, covering Financial and System Audits.

b. Job Specifications/Requirements

- i. A minimum period five (5) years in comparable position;
- ii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized
- iii. equivalent qualifications;
- iv. At least CPA III qualification or its equivalent.
- v. Membership in a professional body – Institute of Certified Public Accountant of Kenya (ICPAK)/ Information System Audit and Control Association (ISACA) / Association of Certified Fraud Examiners (ACFE)/ Institute of Internal Auditors of Kenya (IIA-Kenya);
- vi. Proficiency in Computer applications;
- vii. Good communication skills and interpersonal skills; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.
- ix. Shown merit and ability as reflected in work performance and results.

5. OPTOMETRIST - UNES/HRA/09/24

a) Job Purpose

The role will involve working closely with patients to understand their vision needs and providing personalized care to improve their overall eye health.

The duties and responsibilities shall include:

- i. Carry out refraction and prescribe correct spectacles
- ii. Assist patients in selecting a preferred frame that suits their prescription, personal preference etc.
- iii. Referring patients to medical practitioners as necessary
- iv. Educate patients on proper eye care and preventive measures.
- v. Gather patients' medical history and perform clinical assessment to develop a better patients health profile
- vi. Participate in medical camps and community outreach programs
- vii. Ensure compliance with healthcare regulations and standards.

b) Qualifications

- i) Diploma in Optometry from recognized institution
- ii) At least 3 years' experience in optometry practice
- iii) Proficiency in computer applications
- iv) Meets the requirements of Chapter 6 of the constitution

Applicants interested in the above positions should submit the following:

- i. Cover letter detailing why you want to be considered for the position, as well as current and expected gross salary.
- ii. Detailed CV including at minimum:
 - a) Biographical data including: Full names, current mailing address, current telephone contacts, email address
 - b) Employment history to date. Ensure that specific start and end dates are included
 - c) Educational history to date, clearly detailing the program, certificate obtained, and completion date
 - d) Names of three referees with their contacts
- iii. Copies of ALL academic and professional certificates and testimonials.
- iv. Indicate the Job Reference Number and Title in your email

Please follow this link to register and apply for this job:

<http://recruitment.unes.co.ke/core/dashboard>

N/B: Only shortlisted applicants shall be contacted. UNES does not require any payment in order to process your applications.

UNES IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY