



MINISTRY OF HEALTH
MATHARI NATIONAL TEACHING AND REFERRAL HOSPITAL
DECLARATION OF VACANCY – CHIEF EXECUTIVE OFFICER

In exercise of the powers conferred by the Constitution of Kenya, the State Corporations Act (Cap 446) and Legal Notice No. 165/2020, and pursuant to the operationalization of Mathari National Teaching and Referral Hospital as a Semi-Autonomous Government Agency (SAGA), the Board of Directors of Mathari National Teaching and Referral Hospital invites applications from suitably qualified, dynamic, visionary, and results-oriented Kenyans to fill the following vacant position:

POSITION TITLE: Chief Executive Officer (CEO)
TENURE: Three (3) years contract, renewable subject to performance
STATION: Mathari Teaching and Referral Hospital – Nairobi, Kenya
VACANCY NO.: MNTRH/CEO/01/2025

Duties and Responsibilities

Responsible for the day-to day operations and administration of the Hospital, under the general direction and supervision on the Board;

1. Serve as the hospital's Accounting Officer and implement Board decisions;
2. Provide strategic leadership and oversee development and execution of work plans, budgets, and procurement plans;
3. Guide the Board and hospital management in best practices of corporate governance;
4. Ensure compliance with government policies, regulations, and ethical standards;
5. Lead the formulation and implementation of hospital policies, procedures, and strategic initiatives;
6. Represent the hospital in stakeholder engagements and maintain communication with the Board;
7. Manage human, financial, and physical resources effectively;
8. Promote a culture of integrity, good governance, and performance excellence.
9. Establish partnerships and spearhead resource mobilization efforts;
10. Foster leadership development, mentorship, and succession planning within the hospital.

Requirements for Appointment

1. At least (15) years relevant work, ten (10) years of which must be in senior management position in either private or public;
2. Bachelor's degree in Medicine and Surgery or any other recognized health profession.
3. Master's degree in a health-related field from a recognized institution.
4. Qualifications in Business Administration or Management will be an added advantage.
5. Registered with the relevant medical professional body.
6. A current practicing license/certificate
7. Certificate in computer applications.
8. Demonstrates a clear understanding of the local, national and international laws, policies and regulatory frameworks governing the health sector, Public Finance Management and Public Procurement procedures; and
9. Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Key Competencies and Skills:

- Strong leadership and people management skills.
- Demonstrate high integrity.
- Ability to drive change, effectively prioritize activities and address complex problems.
- Good judgment, intellectual curiosity and genuine interest in mental healthcare.
- Innovative and entrepreneurial thinking with an ability to work independently.
- Ability to mobilize and efficiently utilize resources.
- Strong decision making, analytical and detail-oriented skills.
- Effective communication and negotiation skills.
- Be a team player.
- Good understanding of the public service procedures.

Application Procedure:

Applicants should submit their applications in a sealed envelope clearly marked "Application for Chief Executive Officer – Mathari National Teaching and Referral Hospital" and include:

1. A detailed curriculum vitae;
2. Copies of academic and professional certificates;
3. Copy of National Identity Card or Passport;
4. Names and contacts of three (3) referees;
5. Shortlisted candidates will be required to provide Clearance certificates from:
 - Kenya Revenue Authority (KRA)
 - Higher Education Loans Board (HELB)
 - Ethics and Anti-Corruption Commission (EACC)
 - Directorate of Criminal Investigations (DCI)
 - Credit Reference Bureau (CRB)

Applications should be addressed to:

The Chairperson Board of Directors
Mathari National Teaching and Referral Hospital
P.O. Box 40663 – 00100 NAIROBI, KENYA

Hard copies of the applications to be dropped at the Chief Executive Officer's Office Or sent via email to: boardchair@mntrh.go.ke

NOTE:

Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification. Mathari National Teaching and Referral Hospital is an equal opportunity employer and is committed to diversity and inclusion.