



Advertisement for Vacant Posts at the Medical Practitioners and Dentists Board

The Medical Practitioners and Dentists Board (MPDB) is established under CAP 253 Laws of Kenya. The Mandate of the Board is to regulate the training, practice and licensing of medicine & dentistry and healthcare institutions that include private & mission hospitals, medical, dental centres & clinics, nursing and maternity homes.

MPDB wishes to recruit dynamic, result-oriented and self-driven Kenyan citizens to fill the following vacant positions:

1. Manager, Communications : (1 post)

Reporting to the Chief Executive Officer, the job holder will be responsible for developing and executing Board's communication strategy, managing the Board's reputation and all activities that promote the profile of the Board's brand.

Key Responsibilities

- Develop, implement and review the Corporate Communications Policy and communication strategies;
- Develop and implement annual communication strategy and plan;
- Monitor website and online social networks and respond to any information inaccuracies;
- Speech writing, contributions of articles to the Print and electronic media
- Support service provision through emails, web charts and digital media; and
- Produce print and digital communication analytics for decision making.
- Engage with the public and media on matters of concern to the organization and participate in promotional events;
- Analyze media coverage and undertake relevant market research;
- Gather information on policies, programmes and significant events that impact on the organizations' clients;
- Prepare articles and publications articulating on specific issues and edit organizations' publications;
- Keep and maintain all public communication print and electronic materials including audio visuals and photographs;
- Design, initiate research on corporate relations issues and develop appropriate interventions;
- Devise and implement measures to ensure proper projection of the identity and public image of the organization;

Requirements for Appointment:

- Be a holder of a Bachelor's Degree in any of the following field; IT, Communications, Public Relations, or any other relevant field from a recognized university;
- A Master's Degree in any of the above, or related fields from a university recognized in Kenya will be an added advantage;
- Possess a professional qualification in journalism
- Be a practitioner accredited by either the Media Council of Kenya or the Public Relations Society of Kenya.
- Have knowledge and relevant experience of not less than eight (8) years in communications with three (3) years at media organizations.
- Proficient in computer skills including Microsoft Office Suite

2. ICT Officer- Software Development: (1 post)

The ICT Officer will be reporting to the Manager, ICT Department.

Key Responsibilities

- Conduct feasibility studies and cost-benefit analysis, including the choice of application architecture and framework, leading to the budget and schedule for the project design;
- Identify technology limitations and deficiencies in existing systems and associated processes, procedures and methods;
- Participate in software product definition, requirement analysis, including business case or gap analysis specification, requirements analysis;
- Providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costing for recommending software purchases and upgrade;
- Test, debug, diagnose and rectify errors and faults in computers applications within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification;
- Gather feedback from stakeholders to improve application quality and reduce operational risk of the developed application;
- Participate in software release and post-release activities, including support for product launch and competitive analysis for subsequent product build/release cycles and maintenance;

Requirements for Appointment:

- A bachelor's degree in Computer Sciences /Information Technology or its equivalent from accredited and recognized University.
- Must have served as ICT Officer for at least 2-3 years and gained relevant work experience as a software developer.
- At least three (3) years relevant work experience in ICT as database administrator using RDBMS concepts i.e. Oracle, Microsoft SQL, MSQL, etc.
- Must have knowledge of database development methods, techniques and requirements.
- Certification in Oracle, MySQL or SQL Server RDBMS will be an added advantage. Database Certification, Microsoft or Oracle;
- Must have competence in mobile programming languages.
- Sound web design skills, which include the ability to work with Web Content Management Systems (WCMS) and databases.
- A working knowledge of Search Engine Optimization (SEO) techniques.
- Demonstrated experience working with ERP systems
- Proficient in Microsoft Active Directory as implemented in Microsoft Windows Server 2012, and implementing multi-forest relationships.
- Must stay up-to-date on emerging technologies and the potential effectiveness of these advancements in their current system.

3. Records Management Assistant : (1 Post)

The position holder will be reporting to the Human Resource Manager in the Board.

Key Responsibilities

1. Receiving, opening, sorting, recording and dispatching mails
2. Appropriate filing of letters;
3. Entering of information in the file movement registers;
4. Cross referencing of correspondences before filling;
5. Sorting documents for archiving and disposal;
6. Filling and ensuring delivery of letters to appropriately action officers;
7. Noting of pending correspondences and bring-ups to ensure appropriate action is taken;

Requirements for appointment:

- Have a Certificate in Records/Information Management, Library/Information Science or equivalent qualification from a recognized Institution;
- Have at least two (2) years' experience in records management;
- Proficient in computer skills including Microsoft Office Suite

4. Legal Clerk: (1 Post)

Key Responsibilities

Reporting to the Legal Services Manager, he/ she will be responsible for:

- Handling of Clerical duties and general administration.
- Filing of legal documents in registries.
- Undertaking routine errands to relevant offices.
- Assisting in court cases.
- Receive court process under the guidance of Legal Services Manager.

Requirements for appointment

- Diploma in Law from a recognised institution in Kenya.
- Minimum of two (2) years' working experience handling legal matters
- Good communication skills
- Good drafting skills for legal documents
- Experience in handling medical cases is an added advantage
- Prepare correspondence and other material
- Maintain schedules and updates as needed
- Compile documentation into files and maintain an organized filing system
- Assist in allocating and organizing files
- Monitor incoming and outgoing mails
- Maintain and update files and database
- Receive mail & packages and deliver to proper recipients
- Proficient in computer skills including Microsoft Office Suite

Shortlisted candidates must meet the provisions of Chapter Six of the Kenyan Constitution. In this regard, the candidates should obtain clearance certificates from:

- i. Kenya Revenue Authority;
- ii. Ethics and Anti-Corruption Commission;
- iii. Criminal Investigation Department;
- iv. Higher Education Loans Board;
- v. Credit Reference Bureau

Application Procedure

Interested and suitably qualified candidates should forward their applications enclosing certified copies of their academic and professional certificates, detailed curriculum vitae giving details of telephone contact, e-mail addresses, names and valid current contacts of three referees on or before **28th November, 2018** to:

**The Chief Executive Officer
The Medical Practitioners and Dentists Board
P. O. Box 44839 - 00100
NAIROBI**

Or

Email: info@kenyamedicalboard.org

Note: Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.

MPDB is an Equal Opportunity Employer and People Living with Disability and female candidates are encouraged to apply.