

HEALTH ADMINISTRATIVE OFFICER I, JOB GROUP 'K' (1 POST)

Salary Scale

Ksh.31,020 x 1,560 – 32,580 x 1,620 – 34,200 x 1,710 – 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 p.m.

(a) Duties and Responsibilities

An officer at this level will be deployed in a District hospital or in a busy section of a Provincial General Hospital. Specific duties will include overseeing procurement, provision and maintenance of facilities; preparation of budgets and sound management of budgetary allocations; revenue collection; overseeing welfare of staff and patients and ensuring their security; and general upkeep of the hospital.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Health Administrative Officer II or in a comparable position for a minimum period of three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.

SENIOR HEALTH ADMINISTRATIVE OFFICER I, JOB GROUP 'L' (2 POSTS)

Salary Scale

Ksh. 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 x 2,070 – 43,660 x 2,220 – 45,880 p.m.

(a) Duties and Responsibilities

An officer at this level will be deployed in a busy District Hospital or in a Provincial General Hospital and will be responsible for the management of all administrative services. Specific duties and responsibilities will entail co-ordination of all support services; ensuring timely completion of the hospital reports, budgets and estimates; co-ordination of all hospital administrative functions in a District or Provincial general Hospital; and supervision and development of staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years;
- (ii) A six (6) months certificate course in either Health Management/Administration or Business Administration/Management from a recognized institution; and
- (ii) Shown merit and ability as reflected in work performance and results.

DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'N '(1 POST)

Salary Scale

Ksh. 48,190 x 2,400 – 50,590 2,550 – 53,140 x 2,700 – 55, 840 x 3,000 – 58,840 x 3,150 – 61, 990 x 3,300 – 65,290 p.m.

(a) Duties and Responsibilities

An officer at this level will be in charge of health administrative services in a Provincial Medical Office or a busy Provincial General Hospital, which may have referral status or teaching subsidiary. Specific duties and responsibilities will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical departmental heads in order to improve the overall management and delivery of Hospital. Specific duties will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services; and promoting discipline and professionalism among the health administrative personnel.

(b) Requirements for Appointments

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- (ii) Undertaken a Senior Management Course lasting for not less than four (4) weeks; and
- (iii) Demonstrated professional competence and administrative ability in the management of health services in a Provincial General Hospital.