



## CATHOLIC DIOCESE OF KITUI

### VACANCY ADVERTISEMENT

The Catholic Diocese of Kitui- **Our Lady of Lourdes Mutomo Hospital** seeks to employ a **Hospital Administrator** with outstanding Administrative and Communication skills.

#### Job Summary

This position exists to provide Management and Strategic Leadership in the hospital. The position will be responsible for all the aspects of the institution and will work to ensure sustainability, a high reputation, growth and profitability in line with the Vision and Mission of the hospital. The position reports to the Board of Management and the Bishop.

#### Key Duties & Responsibilities

1. Lead the development and implementation of institutional strategic and operational plans for the hospital's growth and performance.
2. Oversee daily hospital operations to ensure exceptional patient care and seamless coordination between clinical, administrative, support, and medical college staff.
3. Foster a positive and productive culture where collaboration, compassion, and teamwork thrive, which directly impacts employee morale and patient satisfaction.
4. Develop, review, and implement hospital policies, standard operating procedures, protocols to ensure high quality of service delivery, safety and regulatory compliance with all related regulators.
5. Manage budgets, financial planning, procurement and resource allocation to ensure cost effectiveness and financial accountability.
6. Strengthen health system processes within the hospital through health informatics, monitoring & evaluation and continuous quality improvement.
7. Ensure seamless administration and coordination of college programs, internship and student internal and external clinical placement
8. Build and maintain positive relationships with all stakeholders.
9. Prepare and submit to the Board of Management, Comprehensive Hospital reports on monthly, quarterly and annual basis or more frequently as required by the Board. These include but not limited to progress reports on Finance, Nursing, Medical and human resources.
10. Propose and suggest projects and initiatives for upgrading the status and services of the hospital.
11. Perform any other relevant duty as may be assigned by the Board.



## Requirements

### Qualifications;

- a) Master's degree in Healthcare Management, Health Systems Management or Public Health.
- b) At least **5 years' experience** in hospital administration or health sector management; experience in Level 4 (or comparable) hospital is preferred.
- c) Demonstrated knowledge of college/training institution administration (if hospital has teaching/training role).
- d) Strong understanding of health issues: health systems strengthening, health policy, regulatory frameworks, healthcare quality and performance measurement.

### Knowledge & Skills

- a) Excellent leadership, people management, and team-building skills.
- b) Ability to think strategically, plan ahead, solve problems, and manage change.
- c) Strong financial management skills: budgeting, procurement, cost control, financial reporting.
- d) Proficiency in health information systems/ HMIS / EMR / data monitoring & evaluation.
- e) Strong communication (oral and written), negotiation, stakeholder engagement and interpersonal skills.
- f) Integrity, accountability, and high ethical standards.
- g) Familiarity with relevant laws, regulations, and accreditation/licensing requirements in healthcare.

If you believe you meet the above requirements and are interested in this position, please send your application together with detailed curriculum vitae to the address or email below so as to reach us not later than **30<sup>th</sup> September, 2025**.

Human Resources Officer  
Catholic Diocese of Kitui  
P.O. Box 300 – 90200  
KITUI

Or email to: [hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org)

### NOTE

Please be advised that Catholic Diocese of Kitui does **NOT** ask for or accept any money from applicants under any circumstances in connection with the recruitment process. Applicants are, therefore, advised to be alert when asked for money or other favours by fraudsters in connection with their application.

**Only shortlisted Candidates will be contacted**

