**VACANCIES**

1. **Head of Education**
2. **Accounts Officer**

Nairobi Hospice is a registered charitable organization that exists to improve the quality of life, through the provision of Palliative Care to patients facing life-limiting illnesses and offering support to their families. The Hospice also offers a Palliative Diploma program and other professional courses in Palliative Care for healthcare professionals and non-healthcare providers to ensure delivery of quality care.

The organization is seeking to identify an experienced Head of Education and Accounts Officer with a passion for Palliative Care to deliver the vision of the organization.

This is a great opportunity for the interested candidate to join Kenya’s leading Hospice.

1. **HEAD OF EDUCATION (HOE)**

**Job Objective**

The successful candidate will be responsible for coordinating training programs, conducting research activities, and fostering innovation in palliative care education. The HOE will work closely with faculty, students, and external partners to ensure the continued growth and excellence of the Palliative Care program.

**Duties and Responsibilities**

* Develop and implement policies and procedures that will lead to effective management of the Education Department.
* Develop, implement, and manage training programs and workshops that will promote access to quality Palliative Care courses to various stakeholders
* Collaborate with faculty to create curriculum materials, lesson plans, and training resources.
* Monitor and gather feedback on training needs, program effectiveness and make continuous improvements to ensure relevance and appropriate training programs
* Teach and facilitate learning at Certificate, Higher Diploma and Postgraduate levels.
* Collaborate with faculty and students on research projects and education, providing guidance and mentorship
* Develop and apply creative teaching methodologies, appropriate learning techniques and technologies to enhance learning experience both face-to-face and online learning.
* Explore and build partnerships with external organizations and experts to introduce new educational approaches and innovation in Palliative Care
* Maintain accurate records of training programs, research projects, and innovation initiatives.
* Coordinate the selection and recruitment of students to ensure steady increase of students enrolled for the various programs
* Assist students in identifying research opportunities and projects.
* Monitor and maintain records of student performance and ensure high standards and performance
* Prepare reports and documentation for internal and external stakeholders.
* Manage staff development and performance to ensure an engaged and high performing staff compliment
* Engage relevant stakeholders (E.g., Palliative care professionals, organizations, and institutions) to strengthen collaboration with the Hospice.
* Provide guidance and mentorship to students’ interns attached to the Hospice to ensure good performance, discipline, ethos and values of the profession are instilled.
* Assist clinical department in Providing counselling and guidance to both patient and family members of patients requiring palliative care and support patient care & management when necessary.
* Assist in grant writing and fundraising efforts to support research and educational activities.
* Any other duties assigned by the supervisor

**Required Qualifications and Experience**

* Higher National Diploma in Nursing / Palliative Care
* Master’s Degree in Health-related field (Palliative Care will be an added advantage)
* Must be registered with the relevant professional regulatory body
* 5 years’ working experience; with at least 3 years ‘experience in providing education and training preferably in palliative care.
* Experience in grant writing and securing research funding.

**Technical Competencies**

* Curriculum Development skills
* Teaching and Facilitation skills
* IT and e-learning skills
* Proficiency in data analysis and research tools/software.
* Proposal writing skills
* Stay updated on the latest developments and trends in palliative care research.
* Hands on Clinical experience

**Behavioral Competencies:**

* Strong Leadership skills with proven record of having managed high performing teams
* Innovative mindset and a passion for advancing palliative care education
* Strong communication skills
* Coaching and Mentorship Skills
* Strong interpersonal skills that include relationship building and networking.

1. **ACCOUNTS OFFICER**

**Job Specification Duties and responsibilities**

* Maintaining up-to-date books of accounts
* Timely preparation of bank reconciliation statements
* Provision of accurate, timely and reliable financial information;
* Interpreting of financial policies for sound accounting principles, practices and control and management of corporate tax, VAT and other statutory deductions.
* Verifying posting of payments and receipts in the cashbook for accuracy balancing and reconciling on a daily basis;
* Preparing and verifying travel documentation and payments of staff imprest and other allowances related
* Maintaining an Asset register and posting of monthly depreciation thereof
* Other general ledger account reconciliation and sorting any discrepancies thereof
* Daily Cash flow preparation and circulating of the report to the management
* Overseeing of payment preparation and approving of payment in the absence of the finance and admin officer
* Submission of statutory deductions; Ensure accurate and timely filling and payment of all KRA returns and all statutory deductions; i.e. VAT, PAYE, Housing Levy, NITA, NHIF, NSSF etc.
* Any other duties assigned by the supervisor

**Required Qualifications and Experience**

* Bachelor's degree in Accounting, Finance, or similar degree required
* CPA qualification is an added advantage
* At least 1 year experience and knowledge in accounting operations

**Technical Competencies**

* Knowledge of Accounting procedures
* Attention to details
* Excellent analytical skills;

**Behavioral Competencies**

* Problem solving skills
* Excellent communication and presentation skills
* Excellent interpersonal skills
* Strong work ethic and ability and willingness to work a flexible schedule
* Stable to work in team settings and willingness to learn
* Ability to multitask and work under minimal supervision, while meeting strict deadlines
* Good planning and coordination skills

If you are the ideal candidate that we are looking for, send us your application and Curriculum Vitae through email; [secretary@nairobihospice.or.ke](mailto:secretary@nairobihospice.or.ke); to reach us on or before Sunday March 31, 2024 by 5.00 pm.