



VACANCY

HEAD OF EDUCATION

Job Objective

The successful candidate will facilitate quality learning through teaching, administration and research to ensure an outstanding student learning experience.

Duties and Responsibilities

- Develop and implement policies and procedures that will lead to effective management of the Education Department.
- Teach and facilitate learning at Certificate, Higher Diploma and Postgraduate levels.
- Develop new curriculum, learning materials with the help of other tutors
- Monitor and maintain records of student performance and ensure high standards and performance
- Coordinate the selection, recruitment of students to ensure growth of students enrolled for the various programs
- Conduct research and identify relevant education and training needs that will promote access to quality Palliative Care courses to various stakeholders
- Develop and apply innovative and appropriate learning techniques to facilitate face-to-face and online learning.
- Manage staff development and performance to ensure an engaged and high performing staff compliment
- Engage relevant stakeholders to strengthen collaboration with the Hospice.
- Participate in resource mobilization from various stakeholders and donors.

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.

Technical competencies

- Curriculum Development skills
- Teaching and Facilitation skills
- IT and e-learning skills
- Proposal writing skills
- Ability to conduct Research and present reports

General competencies:

- Strong Leadership skills with proven record of having managed high performing teams
- Strong communication skills
- Coaching and Mentorship Skills
- Strong interpersonal skills that include relationship building and networking.

If you are the ideal candidate that we are looking for, send us your application and Curriculum Vitae through email; secretary@nairobihospice.or.ke; To reach us on or before Monday 9th June, 2023 by 5.00 pm.