

Ndonyo Healthcare is a private hospital based in Naivasha town. We currently have branches at Gilgil and Kwa Muhia off Moi Southlake Rd Naivasha.

We are currently looking for a qualified and dedicated candidate to fill the following position;

JOB TITLE: BRANCH ADMINISTRATOR

Overall, Purpose

The successful candidate will be responsible for planning, organizing, directing, and controlling all resource and service departments of the Hospital, including personnel, facilities, equipment, and supplies; Coordinating duties, responsibilities and motivate all members of staff to ensure effective and efficient operations.

Key Responsibilities:

1. Develop and ensure the implementation of financial and business strategies to enhance the fiscal viability of the hospital.
2. Champion formulation and implementation of policies within all the hospital departments.
3. Serve as a liaison among governing boards, medical staff, and department managers.
4. Assist with recruitment, consenting, screening, and enrolment of personnel.
5. Spearhead the strategic direction of the Hospital; assigning duties/activities to ensure implementation and achievement.
6. Oversee quality improvement of processes for efficient delivery of services in the hospital
7. Monitor the performance of the hospital in terms of revenue & profitability against targets and take corrective steps as required.
8. Undertake cost optimization initiatives; monitoring fixed costs, variable costs, overheads etc.
9. Ensure there is full compliance with the existing statutory requirements/ regulations and that all the necessary licenses are obtained in time

10. Play a bigger role in creating and maintaining relationships with all the key external stakeholders
11. Participate in the budgeting of the Hospital activities with a view of achieving proper controls;
12. Develop and ensures implementation of the Service contract agreements for all hospital machines and equipment
13. Responsible for the supervision of all the hospital employees
14. Any other duties assigned by the executive management

Job Qualifications & Skills

1. Bachelor’s degree in Healthcare Management, Business Administration/Management-Finance Option, or any other related field.
2. At least 2 years of managerial experience preferably in a similar environment.
3. Knowledge in Financial Management
4. Excellent interpersonal and ability to manage a diverse range of professional relationships.
5. Leadership skills
6. Strong personality and ability to work under pressure.

Application Instructions

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to (recruitment@nhcmaisha.co.ke) on or before **19th January, 2024**.
2. Canvassing of any nature will lead to automatic disqualification.

“NHC Maisha is an equal opportunity employer”