

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to "Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

ADMINISTRATIVE SERVICES INTERN

Reporting to the MANAGER, GRADUATE MEDICAL EDUCATION.

Purpose: To glorify God by providing excellent, efficient and compassionate health care at Graduate Medical Education department to ensure smooth running and minimize gaps in service delivery, improve efficiency and ensure timeliness of customer requests .

<u>**Job Duties and Responsibilities**</u>

- Execution of logistics for all division meetings and trainings
- Preparation of the training material needed by the trainers
- Receiving and dispatching correspondence from the division
- · Maintain office filing and storage systems
- Weekly Update of the training and residents databases
- Assisting in preparation of financial reports, memos and invoices

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree in Business Administration or Human Resource
- Strong interpersonal and communication skills
- Proficient in computer packages

How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal at **recruit@kijabehospital.org**

Your application should be submitted no later than **Tuesday**, **February 11**, **2025**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.