



## 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:

### CONTINUOUS DEVELOPMENT PROFESSIONAL (CPD) INTERN

Reporting to the **ASSISTANT MANAGER, SPECIAL PROGRAM.**

**Purpose:** To provide efficient, timely, and service-oriented administrative support to the CPD Department and enhance coordination across training programs and education activities.

### Job Duties and Responsibilities

- Maintain training records, attendance registers, and databases for the trainings
- Assist in preparation of training materials for both trainers and trainees (printing, packaging, distribution)
- Support documentation and filing of reports
- Respond to participant enquiries via email or phone
- Assist in drafting training invitations and follow-up communication
- Assist in collecting and compiling training feedback
- Support data entry and basic analysis of evaluation forms
- Assist in preparation of financial memos and payment advice documents
- Follow up procurement and supplies issued in the department

### Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor’s Degree in Business administration, Communications, social sciences or related field
- Knowledge of modern office procedures

**GENERAL INQUIRIES - MAIN HOSPITAL**  
T: 0709 728 200

**NAIVASHA MEDICAL CENTER**  
T: 0733 422 346

**MARIRA CLINIC**  
T: 0735 118 527

**NAIROBI CLINIC**  
T: 0703 133 233



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### 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 <https://recruit.kijabehospital.org>. Your application should be submitted no later than **Tuesday, April 28, 2026**. 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.**

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