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## **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:

### **HEALTH RECORDS OFFICER**

Reporting to the **COORDINATOR HEALTH RECORDS**.

**Purpose:** To glorify God by ensuring accurate, complete and secure management of both electronic and physical patient information systems, while improving patient experience, strengthening data quality, supporting clinical and operational decision-making.

### **Job Duties and Responsibilities**

- Ensure accurate registration, updating, and maintenance of all patient records in the EHR
- Generate, compile, and submit accurate daily, monthly, and MOH reports
- Serve as a frontline information and communication point for clients—receiving calls, guiding patients, and addressing inquiries courteously
- Uphold confidentiality, security, and ethical handling of all patient data.
- Support clinical audits, operational research, and performance improvement initiatives
- Participate in process reviews, SOP development, and health information training

### **Applicants Qualifications, Experience, Competencies and Attributes**

- Diploma or Degree in Health Records and Information Technology or Health Information Management from a recognized institution
- At least 1-2 years experience in a health facility using EHR systems
- Must be an honest person full of integrity in their personal conduct and handling of job responsibilities
- Strong sense of confidentiality and discretion when handling sensitive patient information

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**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



### 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, June 9, 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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