

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:

HR OFFICER - TALENT ACQUISITION

Reporting to the **HR ASSISTANT MANAGER -TALENT ACQUISITION**.

Purpose: To glorify God through provision of Human Resource Services in Talent acquisition, orientation and onboarding towards achievement of the organization objectives.

Job Duties and Responsibilities

- Undertaking human resource planning for all staff to ensure that they are optimally engaged
- Reviewing job descriptions and interview questions that reflect each position’s requirement
- Creating and posting open positions adverts on AIC Kijabe Hospital Website
- Reviewing job applications and shortlisting candidates for all units
- Assist in coordinating and conducting interviews
- Performing employee background checks and verification of academic & professional certification
- Ensuring all new members of staff are properly oriented and inducted in the operations of the organisation
- Conducting end of probation evaluations and giving appropriate feedback to the staff being evaluated

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's Degree or Diploma in Human Resource Management from a recognized institution
- Minimum of two (2) years working experience in HR
- Must be highly proficient in use of MS office packages
- Must be a member of IHRM and in good standing
- Must possess high degree of confidentiality and integrity



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 **Wednesday, July 15, 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.

GENERAL INQUIRIES - MAIN HOSPITAL
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T: 0733 422 346

MARIRA CLINIC
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NAIROBI CLINIC
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