



Advertisement of Vacancy

Caretaker for Hamomi Children's Centre

- Terms of Service
 - Initial contract will be under a 3-month probationary period, after which a 12-month contract will be signed. Renewable annually.
- Duties and Responsibilities
 - Development and implementation of strategy plan
 - Do research and plan primary health services, for eventual development of Hamomi Medical Clinic.
 - Perform in other duties as assigned by directors, (for example going for photocopies, taking mail to post office, and helping with secondary student visiting and travel).
 - Maintain direct communication with Hamomi-USA office.
 - Reports directly to Executive Director.
- Necessary Qualifications
 - Must have KCSE certificate.
 - Must prove computer literacy and proficiency.
 - Must have qualities to relate to others well and maintain good public relations.
 - Must have three references, (personal and professional).
 - Must have passion for the vision and mission of Hamomi.
 - Good understanding of national policy on health.
 - Self-motivation to work independently. This position reports regularly to directors, but operates daily without much supervision.
 - Must be available throughout the contract period.
- Application Procedure
 - If you feel that you meet the requirements, bring your handwritten application letter attached with certified copies of your certificates and testimonials, birth certificate and updated curriculum vitae with names and contacts of three references to Hamomi Children's Centre.
 - Application Deadline: Friday, March 7, 2014.