



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

BUSINESS DEVELOPMENT OFFICER

REF: TNH/HRD/BDO/05/2025

The overall purpose of this job is to generate new business opportunities for the hospital and maintain strategic business relationships with existing clients in order to improve market position and contribute to financial growth of the hospital.

Key duties and responsibilities

- a) Identify and source corporate clients in order to bring on board new business and ensure organic business growth in line with set objectives;
- b) Identify target market for the hospital's new service offering and inform them of the new and other existing service offerings for the hospital;
- c) Coordinate and carry out hospital rounds to showcase hospital facilities to new and/or existing clients;
- d) Schedule and attend meetings with new and existing clients to identify new business opportunities and maintain business relationships;
- e) Conduct relationship management with Consultant doctors/admitting staff and referring doctors
- f) Organize value adding services for existing clients including free health talks and medical camps to contribute to customer satisfaction and retention;
- g) Draft, review and implement medical services agreements for corporate clients in consultation with legal, finance and clinical departments;
- h) Prepare routine correspondences to corporate clients and dispatch the same accordingly;
- i) Arrange for credit facilities including renewals and terminations as they fall due as well as maintain an up to date database in line with requirements;

- j) Conduct awareness sessions for the hospital's staff for sensitization on clients' expectations in line with the clients' contractual obligations; and
- k) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

Knowledge, experience and qualifications required

- Bachelor's Degree in Business Administration, Marketing or any other business related fields from a recognized University
- Professional qualifications in Marketing/Sales or related area.
- Minimum of 5 years' experience in marketing or business development in the service industry.

Competencies

Technical & Behavioural competencies

- Ability to identify and bring on board new business opportunities
- Ability to engage at all levels in and outside the organization
- Business acumen
- Planning and organizing skills
- Analytical skills
- Judgement skills
- Relationship management skills
- Problem solving skills
- Ability to think on one's feet – Agility
- Customer service skills
- Communication skills including presentation and facilitation skills
- Team working skills
- Accountability
- Integrity

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **16th May 2025**. **Only shortlisted candidates** will be contacted. If you do not hear from us within two weeks post-application, please consider your application unsuccessful. Please note that **The Nairobi Hospital does not charge any fees** from applicants at any stage, nor has it engaged a third party to facilitate this hire.

Only online applications will be accepted.

Ag. Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 – 00100

NAIROBI

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