



## THE NAIROBI HOSPITAL

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### Career Opportunity

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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 (2019-2024).

#### **LABORATORY ATTENDANT**

**REF: TNH/HRD/LA/03/2023**

The overall purpose of this job is to dispatch laboratory results through email and hand delivery in line with requirements.

#### **ROLES AND RESPONSIBILITIES**

- Collect, record and dispatch laboratory results to the appropriate doctors;
- Provide feedback to patients on progress of laboratory results in line with requirements;
- Receive patients at the laboratory front office and identify whether the patients are in the system for further processing;
- Hand over laboratory results to patients after laboratory examinations are completed;
- Compile and record information and ensure confidentiality at all times is observed; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

#### **EDUCATION AND EXPERIENCE**

- Kenya Certificate of Secondary Education (KCSE) minimum of C-.
- Minimum of 2 years' relevant experience.

#### **CORE COMPETENCIES**

- Knowledge of hospital products and services
- Knowledge of hospital information management system
- Attention to detail
- Customer service skills
- Interpersonal skills
- Planning and organising skills
- Communication 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 **27<sup>th</sup> March, 2023**.

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.

All communications to successful candidates will be done using official contacts as listed on our website.

*Only online applications will be accepted.*

**Human Resources Manager**

**The Nairobi Hospital**

**P. O. Box 30026 - 00100**

**NAIROBI**

**Email: [recruitment@nbihosp.org](mailto:recruitment@nbihosp.org)**