



## 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).

#### QUALITY & ASSURANCE OFFICER

TNH/HRD/QAO/22/11/2023

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This role is responsible for implementing, maintaining and updating the Hospital's Quality, Food Safety, Environment, Occupational Health and Safety (QESH) Programmes. The job holder is further responsible for planning and executing the effectiveness, of quality activities/systems in the Hospital

#### **ROLES AND RESPONSIBILITIES:**

Reporting to the Head of Risk Compliance, the Officer shall be responsible for the following tasks amongst others:-

- a) Maintain all documentation related to Quality, Environment, Food Safety, Occupational Health and Safety Programmes in the hospital;
- b) Plan and facilitate documentation of quality objectives, environmental aspects, environmental management plans and objectives in departments;
- c) Track progress in implementation of quality, environment, food safety, occupational health and safety objectives in departments;
- d) Liaise with HODs and ensure that the departmental policies and other standard operating procedures are reviewed and approved appropriately and the hospital repository is updated;
- e) Develop quality systems training and awareness schedule for departments to facilitate continual quality improvement with International standards for excellence in healthcare services;
- f) Conduct/ review food safety hazard analysis along the food chain and document pre-requisite programs, operational prerequisite programs and critical control points including monitoring systems;

- g) Ensure legal and statutory compliance by conducting EMS & OHS legal/ statutory evaluation and address the emerging/ identified gaps;
- h) Organize and facilitate quality systems internal audits by documenting preparations, assignments schedules and notifications;
- i) Design and review on continuous basis EMS, food safety, occupational health and safety inspections checklists;
- j) Plan and execute EMS, food safety, occupational health and inspections in departments;
- k) Work closely with HODs to ensure their department's QEOHS requirements are in place;
- l) Participate in Quality, environment, food safety and occupational health and safety accidents/ incidents, dangerous occurrences investigations and document findings;
- m) Ensure that all internal and external Quality, Environment, Health and Safety communication materials are in place and conforming;
- n) Collate findings and document quality systems audit reports;
- o) Identify, interpret and communicate the standards as applicable to the hospital and to each functional level;
- p) Facilitate the documentation (manuals, policies, procedures/SOPs, work instructions, protocols, guidelines, objectives etc.) requirements as indicated in the standards (Quality MS 9001-2015, Environmental MS 14001-2015, Food SMS 22000-2018, Joint CIA - 6th edition, OSHA-2007);
- q) Distribute and disseminate the updated procedures as and when necessary;
- r) Plan for, conduct, report on and make follow ups of audits (Internal and external) inspections also internal and external, and patient safety tracers;
- s) Maintain all certification schedules for accreditation, re-accreditation and internal audits
- t) Ensure regulatory occupational health and safety risk assessments, fire audits, health and safety audits and incidents/accident reports to DOHSS;
- u) Participate in drills to tests hospital emergency plans and identify improvement needs; and
- v) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

**QUALIFICATIONS, SKILLS AND EXPERIENCE: -**

- Bachelor's degree in Environmental Studies or Bachelor of Science in Environment or any other relevant field from a recognized institution.
- Must be a qualified ISO Quality systems implementer and auditor and have Gemma kaizen training.

- Minimum of 3 years' relevant experience preferably in quality systems (QMS, EMS, FSMS & OHS).

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **10<sup>TH</sup> DECEMBER, 2023**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and **CONTACT SHORTLISTED** candidates.

**Head of Human Resources**  
**The Nairobi Hospital**  
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**NAIROBI**  
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***THE NAIROBI HOSPITAL DOES NOT CHARGE RECRUITMENT FEES.***