

## KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)



### JOB VACANCY

Kenya Forestry Research Institute (KEFRI) is a State Corporation established in 1986 under the Science and Technology Act, Chapter 250 of the laws of Kenya which has since been repealed to Science, Technology and Innovation Act No. 28 of 2013 with the mandate to conduct research in forestry and allied natural resources, disseminate research findings to stakeholders, build the capacity of stakeholders, and establish partnerships and cooperate with other research organizations and institutions of higher learning in joint research and training.

The Institute wishes to engage a dynamic, result-oriented and self-driven person to fill the position of **Clinical Officer KEFRI Grade 7 on locum basis** at the KEFRI Clinic- KEFRI Headquarters, Muguga (Nairobi).

#### **a) Job Purpose:**

The Clinical Officer will report to Deputy Director Human Resource Management and will be responsible for providing clinical services on need basis to employees of the Institute and their families for purposes of a healthy work force.

#### **b) Job Specifications**

The duties and responsibilities of the officer will entail:-

- i. Coordinating day to day operations and activities of the Clinic;
- ii. Preparing the annual budget, work plan and procurement plan for the Clinic;
- iii. Carrying out minor surgical procedures as required;
- iv. Ensuring correct treatment is given to employees and dependents by taking patient history, examining, diagnosing and recommending appropriate treatment;
- v. Referring staff and their dependents to the next point of care facilities to ensure they get the correct care and treatment;
- vi. Monitoring and /or organizing dispensing of drugs/Medicines prescribed to ensure that set standards and procedures are adhered to;
- vii. Ensuring proper utilization of medical commodities to avoid loss/damage or wastage of the Institutes resources;
- viii. Signing invoices for goods received for verification to ensure that the amount in the invoice reflects the true amount of the goods received;
- ix. Verifying and approving requisitions for drugs, laboratory reagents and other medical commodities needed for the smooth running of Clinical operations;
- x. Signing and verifying medical claims and reimbursements;
- xi. Planning and sensitizing staff on various health issues in liaison with other relevant Government agencies to enhance employee knowledge;
- xii. Guiding and counselling staff on health issues to prevent matters spilling over to the work place;
- xiii. Conducting health surveys e.g. prevalence of alcohol, drug and substance abuse to know the magnitude among employees and inform further action;

- xiv. Ensuring proper handling and disposal of hazardous waste to avoid pollution of the environment and minimize accidents;
- xv. Preparing Clinical reports in line with the Ministry of Health guidelines; and
- xvi. Supervising and organizing duty roster for members of staff in the Clinic

**c) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Bachelors in Clinical Medicine and Surgery or its equivalent from a recognized Institution;
- ii. Minimum of KCSE C + (Plus) or its equivalent from a recognized Institution;
- iii. Registered with the Clinical Officers Council of Kenya;
- iv. A valid practicing license from the COC;
- v. Certificate in Computer applications; and
- vi. Fulfil the requirements of Chapter Six of the Constitution.

**d) Key Competencies and skills**

- i. Good leadership skills;
- ii. Problem solving skills;
- iii. Good communication skills; and
- iv. Confidentiality skills.

**e) Terms of engagement**

The terms of engagement will be contractual.

**f) Remuneration**

Will be in line with the Institute's remuneration policy

**MODE OF APPLICATION**

**I. Online Application**

Interested applicants are required to submit a summary of information through filling of the form provided in the link below <https://forms.office.com/r/23jrURBYc9>

**II. Hard copy applications**

**IN ADDITION** to the online application, it is **MANDATORY** that all applicants should send their hard copy applications and attach their Curriculum Vitae and copies of relevant professional/academic certificates and national identification card. They should also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the Director General KEFRI not later than **Friday 19<sup>th</sup> June, 2026 at 5:00 p.m.**

Envelopes containing the documents should clearly be marked with the position applied for and addressed to: -

**The Director General/CEO,  
Kenya Forestry Research Institute (KEFRI),  
P.O. BOX 20412-00200, City Square,  
NAIROBI.**

*KEFRI is an equal opportunity employer. Only shortlisted candidates will be contacted.*