

# Job Vacancy MEDICAL OFFICER

Job Title	Medical Officer	Probation Period	3 Months
Location	Nairobi	No. of Direct Reports	N
Reporting to	Centre Manager	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya is an NGO registered in Kenya. We are affiliated to Marie Stopes International. Together we deliver quality sexual and reproductive health care and family planning to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We seek to recruit a Medical Officer for the Nairobi based maternity home who is part of the Commercial Services Department and reports to the Center Manager. As the technical team leader of the various cadres of service providers at the MSK Eastleigh Nursing Home or outpatient centres, the Medical Officer is one of the senior team members within the Commercial Services Department. In particular, the role is required to ensure that all technical aspects relating to the provision of quality and excellent health care to our clients is achieved, in line with MSK core values.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to Marie Stopes International global core values:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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## Key Responsibilities

### 1. Efficient and effective service delivery for patients to the full range of Marie Stopes services

- Review of all obstetrics cases upon admission.
- Proficiently perform cesarean sections in accordance with established protocols and standards.
- Consistently engage in morning ward rounds to uphold the seamless delivery of care for hospitalized patients, ensuring continuity and effectiveness in their treatment.
- Monitoring and providing appropriate medical and surgical care to patients in the hospital wards and in outpatient clinics.
- Admitting patients requiring special care followed by investigations and treatment.
- Liaising with other medical and non-medical staff in the hospital to ensure quality treatment.
- Based on client history, examination, lab test reports and findings and above all client needs, prescribe appropriate drugs
- Perform appropriate procedures (including Intravenous Therapy, FP Implants, IUD insertion, Pap smear, MVA procedure and PITC).
- To provide comprehensive client counselling on reproductive health, contraceptive options and general medical services. Ensure client confidentiality is maintained at all times.
- Ensure responsible follow up and treatment of complications. Avoid polypharmacy or any practice that may bring MSK into disrepute.
- Follow the Kenyan Clinical Guidelines for appropriate management of most conditions and illnesses.
- Refer complex clients to the medical officer for Management.
- Provide comprehensive client counselling on reproductive health, contraceptive options and other services.
- Ensure all clients are treated with sensitivity, respect, and consideration. If complaints are raised, to be able to effectively manage and resolve them and to promptly refer to the Team Leader if the client complaint continues or is of a serious magnitude.
- Implement a smooth, efficient client flow to minimise client waiting times.
- Monitor and evaluate client care continuously and recommend improvements as necessary.
- Provide accurate information to clients, and their families where required, to enable clients to make informed decision about their reproductive & sexual health.

### 2. Management and accurate documentation of all services rendered.

- Accurate client records are maintained in both the client record book and daily register.
- Ensure all client information is always kept confidential and stored appropriately.
- Accurate and timely collation of activity data for internal and external reporting purposes.
- Analyse activity trends and ensure performance targets are achieved, pro-actively identifying and implementing opportunities for improvements.
- Making notes and preparing paperwork, both as a legal record of treatment and for the benefit of other healthcare professionals

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- Conduct follow ups and reports all complications in writing within or before the end of current duty.
- Assist in the collection of client feedback data.
- Refer clients promptly when needed.

### 3. Effective participation and support of the centre team both in quality assurance and promotional activities

- Routine mentorship and on job training of peers and other health care cadre staff e.g. CMEs on documentation, Clinical Methods, Medical updates.
- Comply with overall quality inputs into service delivery points. Includes running full out-patient clinic and provision of surgical procedures as needed.
- Proper use of medical equipment and supplies and for notifying the Centre Manager of repairs, maintenance or replacements of equipment and instruments.
- Ensure that the highest standards of reproductive health and general clinical services (including HIV/AIDS services) are achieved, as laid down in the Marie Stopes Partnership Manual.
- In collaboration with the Centre Manager and Anaesthetist, ensure that the centre complies with MSK policies and protocols for vocal local, infection prevention and emergency preparedness (including resuscitation).
- Report all major and minor incidents within 24 hours.
- Maintain confidentiality at all levels.
- When workload allows actively promote the work of the centre in order to generate demand for the services, eg educational and awareness-raising events
- Positively promote Marie Stopes Kenya as a leading, quality provider of reproductive & sexual health services

#### Qualifications

- Bachelor's degree in Medicine and Surgery from a recognized university
- Must have completed 1 year of internship in a busy hospital
- At least 2 years post internship experience in a busy hospital set up.
- Must be registered with the Medical Practitioners and dentists board and possess a valid Private practice License

#### Skills

- Proven clinical skills and competencies
- I.T skills
- Report writing skills
- Leadership skills

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## Behaviours and Values:

Successful performance at MSK is not simply defined in terms of ‘what’ people achieve, but equally is about ‘how’ people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others. You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort. You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
<b>Show courage, authenticity and integrity</b>	You hold yourself accountable for the decisions you make and the behavior you demonstrate. You are courageous in challenging others and taking appropriate managed risks.
<b>Develop and grow</b>	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective. You manage your career development including keeping your knowledge and skills up to date.
<b>Deliver excellence, always</b>	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role. You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
<b>Leadership</b>	You inspire individuals and teams, through situational leadership, providing clear direction. You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline. You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team. You articulate a vision of the future which inspires and excites others.

## Certificate of Acceptance

Suitable and qualified internal and external candidates should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **25<sup>th</sup> April 2024**. The subject of the email should read **Medical Officer**. The applications shall be reviewed on a rolling basis. **Do not attach** certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI’s Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.