

JOB ADVERT

MATERNITY MATRON



Job Title	Maternity Matron (1 Position)	Probation Period	3 Months
Location	Eastleigh Nursing Home	No. of Direct Reports	
Reporting to	Centre Manager	Budget Responsibilities (Y/N)	

MSI Reproductive Choices is an NGO registered in Kenya. We are affiliated to MSI Global. 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 Maternity Matron for Eastleigh Nursing Home who will be part of the Commercial Services Department and reporting to the Centre Manager and deputizing the Business Manager, this role plays an important part in effective clinical teamwork and is responsible for high quality frontline service delivery to our clients. Through strong clinical leadership the Maternity Matron will support Eastleigh Nursing Home to promote excellence in obstetrics and gynecology, nursing and midwifery. The post holder will ensure that all clients are treated with compassion, dignity and respect placing value on the diversity of the local community and beyond. He/She will promote best practice in the prevention of infection through ensuring a clean and safe environment.

The Maternity Matron's key responsibility is to ensure that the patient experience is of the highest quality inspiring patient and public confidence. This will be achieved through high visibility, accessibility and constant surveillance. The post holder will be expected to be a specialist (mid-wife) in their clinical area and support the running of operations in the in-patient wards.

The primary responsibility of this role is to further our Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals' right to: **Your Health, Your Choice, Your Future.**

The post holder commits to and is held accountable to MSI global core values:

Mission Driven	Client-Centered	Accountable	Courageous	Resilience	Inclusive
----------------	-----------------	-------------	------------	------------	-----------

Key Responsibilities

- Support the Eastleigh Maternity Home Centre Manager in running of the facility**
 - Maternity/In-patient activities
 - Act as the Team Leader in delivery of maternity/in-patient and theatre services.
 - Coordinates all staff and ensures all service delivery areas are appropriately staffed
 - Conduct normal deliveries and assess clients at all stages of delivery. Makes recommendations for caesarean section o Maintain high standards of cleanliness and infection control measures
 - Ensure theatre/in-patient supplies are always adequate and any shortages reported to the Centre Manager to ensure smooth continuity of services

JOB ADVERT

MATERNITY MATRON



- Ensure the emergency tray is up to date and the daily checklist is duly filled and any replenishments done immediately
- Ensure all patient records are duly filled in the electronic health record and necessary receipts issued
- Ensure a daily hand-over of ward/in-patient clients has taken place and the report is handed over to the Hospital Manager on a daily basis.

2. Management and accurate documentation of all services rendered

- Maintain accurate client records on the Electronic Health Record (EHR)
- Ensure all client information is always kept confidential and stored appropriately
- Collate all activity data in an accurate and timely manner for internal and external reporting purposes
- Analyse activity trends and ensure performance targets are achieved, pro-actively identifying and implementing opportunities for improvements
- 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

- Offer quality services including the full spectrum of MSI services
- Ensure proper use of medical equipment and supplies and notifies Centre Manager of repairs, maintenance or replacements of equipment and instruments
- Report all major and minor incidents within 24 hours
- Actively promote the work of the centre in order to generate demand for the services, e.g. educational and awareness-raising events
- Positively promote MSIK as a leading, quality provider of reproductive & sexual health services.
- Undertake root cause analysis of incidences and develop action plans, ensuring that this leads to change in practice
- Establish and maintain effective communication with clients, relatives and team members to contribute to the active resolution of potentially complex situations, complaints and issues
- Lead on the implementation of patient safety strategies as shall be recommended by the quality team
- Share best practices and drive improvements in patient care through regular review meetings and CMEs
- In conjunction with the consultant obstetrician/gynaecologist, the Matron will be responsible for monitoring and maintaining excellent clinical standards within clinical teams
- Assuming the role of Business Manager in their absence
- Provide guidance and support to junior team members to fulfil their responsibilities.

JOB ADVERT

MATERNITY MATRON



4. Efficient and effective service delivery of the full range of MSIK services

- Provide comprehensive client counselling on reproductive health, permanent/long term and short-term contraceptive options, cervical and STI/HIV screening
- Consistently provide quality services in accordance with MSI clinical guidelines and protocols
- Ensure all clients are treated with sensitivity, respect, and consideration. If complaints are raised, effectively manage and resolve them and to promptly escalate to Hospital Manager
- 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 decisions about their reproductive & sexual health
- Ensure all nurses and care assistants are trained in Good Clinical Practice according to MSI standards of care and protocols
- Ensure all nurses understand and adhere to the MSI protocols they are working with
- Ensure all nurses understand the specific adverse event reporting mechanisms in place for MSIK and are able to implement the same appropriately and timely
- Refer complex clients to the medical officer/Consultant Obs/Gyn for management
- Conduct follow up and report all complications in writing within or before the end of current duty
- Maintain confidentiality at all levels.

Qualifications

- Degree/Diploma in Nursing
- Must be registered with the Nursing Council of Kenya and possess a valid Practice License.
- At least 4 years working experience as a nurse in a reputable hospital/medical facility.
- Management training will be an added advantage
- Practising knowledge of Sexual Reproductive Health an advantage
- Diploma in Clinical Medicine and Surgery with a higher diploma in Anaesthesia.

Skills

- Proven clinical experience and demonstrable commitment to learn and develop skills
- High regard for confidentiality and demonstrable integrity
- Excellent communicator – both written and spoken
- Commitment to excellent client care and the delivery of client-focused services.
- High level of attention to detail
- Team player who accepts constructive criticism and is comfortable with giving constructive criticism.
- Ability to remain calm under pressure.
- Ability to work flexibly to meet service needs

JOB ADVERT

MATERNITY MATRON



Behaviours and Values:

Successful performance at MSI-K 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.

Work as One MSI	<p>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.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p>
Show courage, authenticity and integrity	<p>You hold yourself accountable for the decisions you make and the behaviors you demonstrate.</p> <p>You are courageous in challenging others and taking appropriate managed risks.</p>
Develop and grow	<p>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.</p> <p>You manage your career development including keeping your knowledge and skills up to date.</p>
Deliver excellence, always	<p>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.</p> <p>You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.</p>
Leadership	<p>You inspire individuals and teams, through situational leadership, providing clear direction.</p> <p>You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.</p> <p>You articulate a vision of the future which inspires and excites others.</p>

How To Apply

Suitable and qualified internal and external candidates should apply via: <https://hcm.mariestopes.or.ke/recruitment.jsp?view=1:0> on or before **19th August 2025**. The applications shall be reviewed on a rolling basis. **Do not attach** certificates and testimonials.

MSI reproductive Choices 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.