

**MISSIONS OF HOPE INTERNATIONAL  
JOB DESCRIPTION**

**Position:** Clinical Officer  
**Reports to:** Health Officer in Charge  
**Supervises:** None  
**Department:** Health  
**Grade:**

**OVERALL JOB PURPOSE**

The position is responsible for the overall management of the Medical health facility. It will involve seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in MOHI health centres or Clinics.

**DUTIES AND RESPONSIBILITIES.**

**1. Strategic Management.**

- Support the development and implementation of MOHI's strategic plan with a focus on health management
- Spearhead the development and periodic review of operational plans for effective implementation of the health facility.
- Develop a systematic annual plan for the health centre.
- Ensure prudent management and use resources allocated for health facility.
- Build good working and profitable relationships between the clinic, the local authorities and the community.

**2. Patient Care and Management**

- Provide comprehensive and good quality clinical services to patients
- Interpret results for diagnosis
- Coordinate medical examination tests
- Undertake minor surgeries and administer drugs
- Create awareness on Health and Nutrition within the local community
- Support training by preparing training materials

**3. Report Writing and Record Keeping**

- Keep complete and up to date patient records
- Prepare records and monthly and periodic reports

**4. General Management and Administration**

- Ensure availability of required equipment
- Ensure continuity in the supply of the consumables in the clinic
- Ensure that smooth day to day running of the department
- Manage the staff in the health facility
- Facilitate capacity building activities and initiatives for the staff in the health facility

**Academic and Professional Qualifications & Experience**

- Diploma in Clinical Medicine and Surgery from a recognized institution
- Must be registered with the clinical Officers' council with a current practicing license.
- A certificate in Voluntary Counselling and Testing from a recognized institution
- At least 3 years previous experience in a clinical officer position.

**Competencies/Abilities/Skills Required**

- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical skills, attention to details and problem solving skills.
- Strong interpersonal skills and effective team player.
- Experience working with HIV care and treatment programs
- Ability to work under minimal supervision
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Effective communication skills and be fluent in oral and written English and Kiswahili.
- Must be a person of unquestionable integrity.
- Strong analytical and report writing skills.
- Attend and participate in the daily devotions.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.