



KENYA MEDICAL TRAINING COLLEGE (KMTC)

**KMTC is an ISO 9001:2015 Certified Institution
CERTIFICATION BODY: Kenya Bureau of Standards (KEBS)**



VACANCY

The Kenya Medical Training College (KMTC) is a State Corporation established by an Act of Parliament, and falls under the Ministry of Health. Founded in 1927, the College is entrusted with the role of training various disciplines in the health sector, conducting research and consultancy.

Therefore, the KMTC Board of Directors seeks to recruit a competent, result oriented, knowledgeable, dynamic, visionary and experienced person to fill the following vacant position tenable at the Kenya Medical Training College, Headquarters.

S/ No.	Vacancy Reference No.	Position	Job Grade	Number of Vacancies	Terms of service
1.	KMTC/QP-12/ EAF/01/2025	Deputy Administrative Services Manager	KMTC 4	1	Three (3) years Contract

The full details, job summary and requirement for these positions are available at KMTC website www.kmtc.ac.ke

The successful candidate shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter Six of the Constitution of Kenya 2010: Certificates of clearance from the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB) and valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

Applicants whose background and competencies match the above specifications are invited to make their applications ONLINE through the College website <http://recruit.kmtc.ac.ke/jobs>. For any inquiries, please email recruitment@kmtc.ac.ke

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, as well as transcripts during interviews.
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) The application will be closed on **Friday, 25th April 2025**.

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard, Youth, Women, Persons with Disability, and Minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

CHIEF EXECUTIVE OFFICER

