

KENYA CONFERENCE OF CATHOLIC BISHOPS - GENERAL SECRETARIAT



1. Introduction

The Kenya Conference of Catholic Bishops (KCCB) - Catholic Secretariat is the National Administrative, facilitative, and Coordinative arm through which the KCCB implements and co-ordinates various Pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya. KCCB is seeking an outstanding, dynamic and results oriented individual to fill the position of Community Health and HIV Management Tutor at its St. Luke's College of Health Sciences;

Community Health and HIV Management Tutor

2. DUTIES AND RESPONSIBILITIES

- Assuming responsibility of a class tutor and Hostel Patron as appointed by the Principal Tutor.
- Preparing term timetables, lessons and other material for teaching.
- Teaching student nurses both in the classroom and clinical areas.
- Setting and marking examination for students.
- Giving and evaluating students' practical assessments.
- Conducting students' assignments, projects and research.
- Ensuring proper use and maintenance of school equipment for demonstrating learning activities.
- Organizing for clinical learning experiences and coordinating the students' learning activities with the teaching health facilities and community.
- Guiding and counselling student on academic performance and conduct throughout training.
- Maintaining students' training records.
- Contacting external lectures and other persons participating in the students' learning activities as approved by the school.
- Participating in the school committee when called upon to do so.
- Facilitating in continuing education, a joint effort between school and the hospital as scheduled.
- Performing with diligence any other duties, which the tutor may be called to do from time to time by the school authority
- Reporting to the Principal- St. Luke's College of Health Sciences, this position is responsible for planning and coordinating teaching and assessments of the TVET/CDACC programs
- Upholding academic quality and integrity, design and development of course

delivery modes, availing of learning resources, students learning outcomes and conduct

- Overall course evaluation in line with the College's mission, vision, goals and core values.

3. Qualifications:

- a) A Bachelor's degree in Community Health and HIV management or a health related field.
- b) At least one (1) year experience in teaching TVET CBET courses
- c) Registered as a TVET CDACC Trainer and/or Assessor.

4. PERSONAL QUALITIES

- Has good interpersonal and communication skills
- Excellent written and oral communications skills in English
- A good knowledge of social teachings of the Church, and Ethical principles
- Group facilitation skills an added advantage

APPLICATIONS SHOULD BE ADDRESSED TO:-

GENERAL SECRETARY

KENYA CONFERENCE OF CATHOLIC BISHOPS -GENERAL SECRETARIAT

P.O BOX 13475-00800

NAIROBI.

hr@catholicchurch.or.ke

To reach him on or before Friday, 19th November 2021

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED