



VACANCIES ADVERTISEMENT

About Us

City eye hospital is a social venture that provides quality and affordable eye care to people living in Kenya and is a member of the ACCESS eye hospital network in Sub-Saharan Africa. We are a dedicated, dynamic, and experienced team of eye care professionals.

We are looking forward to onboard top and unique talent to support our venture of offering unmatched eye care services in line with our core values; God, People and Excellence. We have exciting career opportunities as detailed below;

a) Nurse- In- Charge

Our Ref:	CEH/HR/REC/012/2021	Terms of Engagement	Permanent
Department:	Patient Care	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Patient Care Manager	No. of Vacancies	1

Main Purpose of the Role

Reporting to the Patient Care Manager, the Nurse- In- Charge shall be tasked with overseeing the patient care policies and procedures are adhered to and shall also be tasked in offering leadership to the nursing and patient care teams at the facility.

Qualifications

- (i) KRN, KRM, KRCHN, BSc. Nursing from a recognized institution
- (ii) Higher Diploma in Ophthalmic Nursing from a recognized institution.
- (iii) Registration with the Nursing Council of Kenya and holder of a valid license
- (iv) Holder of BLS and ACLS certificate
- (v) Five years' experience in Ophthalmic Nursing.
- (vi) Must have experience in Theatre Nursing.
- (vii) Excellent leadership, Interpersonal communication and Customer Care Skills.
- (viii) Must be computer literate
- (ix) Ability to work effectively both independently and as part of a team.
- (x) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (xi) Ability to work in Nyeri and/or any other place that they may be deployed within Kenya.

b) OPD Nurse

Our Ref:	CEH/HR/REC/013/2021	Terms of Engagement	Permanent
Department:	Patient Care	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Nurse- In- Charge	No. of Vacancies	1

Main Purpose of the Role

The role holder shall be responsible for providing and promoting high standards of professional nursing care for our clientele in line with our patient care policies and procedures. They shall also assist the medical team in conducting procedures and administering of drugs to patients.

Qualifications

- (i) KRN, KRM, KRCHN, BSc. Nursing from a recognized institution
- (ii) Higher Diploma in Ophthalmic Nursing from a recognized institution shall be an added advantage.
- (iii) Registration with the Nursing Council of Kenya and holder of a valid license
- (iv) Holder of BLS and ACLS certificate
- (v) Three years' experience in Nursing.
- (vi) Experience in Theatre Nursing shall be an added advantage.
- (vii) Excellent Interpersonal communication and Customer Care Skills.
- (viii) Must be computer literate
- (ix) Ability to work effectively both independently and as part of a team.
- (x) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (xi) Ability to work in Nyeri and/or any other place that they may be deployed within Kenya.

c) Optometrist

Our Ref:	CEH/HR/REC/014/2021	Terms of Engagement	Permanent
Department:	Patient Care	Place of work:	City Eye Hospital - Nyeri (or as may be instructed)
Reporting to:	Nurse- In- Charge	No. of Vacancies	1

Main Purpose of the Role

The role holder shall be responsible for conducting routine eye examinations, in a bid to diagnose and detect refractive errors and offer appropriate corrections

Qualifications

- (i) Diploma in Optometry from a recognized institution (a degree will be an added advantage)
- (ii) Minimum two years' experience as optometrist.
- (iii) Knowledge and experience in the use of advanced optical equipment.
- (iv) Confident and articulate.
- (v) Attention to detail.
- (vi) Excellent Interpersonal communication and Customer Care Skills.
- (vii) Must be computer literate
- (viii) Ability to work effectively both independently and as part of a team.
- (ix) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (x) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

d) Customer Care Representative

Our Ref:	CEH/HR/REC/017/2021	Terms of Engagement	Permanent
Department:	Client Relations	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Client Relations Manager	No. of Vacancies	1

Main Purpose of the Role

The incumbent shall be responsible for receiving patients at the reception, bill patients for services required, and manage appointments and respond to queries as appropriate.

Qualifications

- (i) Diploma or higher in any business-related field or social sciences.
- (ii) Certificate in Front Office/Customer Care Management/ Client Relations/ Public Relations shall be an added advantage
- (iii) 2 years' experience in a similar role.
- (xi) Attention to detail.
- (iv) Excellent Interpersonal communication and Customer Care Skills.
- (v) Must be computer literate
- (vi) Ability to work effectively both independently and as part of a team.
- (vii) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (viii) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

e) Cashier

Our Ref:	CEH/HR/REC/018/2021	Terms of Engagement	Permanent
Department:	Finance	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Finance Manager	No. of Vacancies	1

Main Purpose of the Role

The incumbent shall be responsible for receiving and managing all transactions from patients and ensuring effective reconciliations.

Qualifications

- (i) Diploma or higher in Accounting, Finance or related field
- (ii) Professional Qualification i.e. CPA Sec III
- (iii) 2 years' experience in a similar role.
- (xii) Attention to detail.
- (iv) Excellent Interpersonal communication and Customer Care Skills.
- (v) Conversant with accounting packages and software
- (vi) Ability to work effectively both independently and as part of a team.
- (vii) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (viii) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

f) Credit Clerk

Our Ref:	CEH/HR/REC/019/2021	Terms of Engagement	Permanent
Department:	Finance	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Finance Manager	No. of Vacancies	1

Main Purpose of the Role

The incumbent shall be responsible for processing all credit clients as the Credit Control policies and procedures.

Qualifications

- (i) Diploma or higher in Accounting, Finance or related field
- (ii) Professional Qualification i.e. CPA Sec III
- (iii) 2 years' experience in a similar role.
- (xiii) Attention to detail.
- (iv) Excellent Interpersonal communication and Customer Care Skills.
- (v) Conversant with accounting packages and software
- (vi) Ability to work effectively both independently and as part of a team.
- (vii) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (viii) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

g) Optical Shop Sales Representative

Our Ref:	CEH/HR/REC/020/2021	Terms of Engagement	Permanent
Department:	Business Development	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Optical Shop Supervisor	No. of Vacancies	2

Main Purpose of the Role

The incumbents shall be tasked with the provision of quality personal service while satisfying the needs of ,our clients through the sale and dispensing of eyeglasses, non-prescription sunglasses, contact lenses and accessories; uphold City Eye Hospital's standards of excellence in customer service.

Qualifications

- (i) Diploma or higher in any business-related field or social sciences.
- (ii) Certificate in Front Office/Customer Care Management/ Client Relations/ Public Relations shall be an added advantage
- (iii) 2 years' experience in a similar role.
- (xiv) Attention to detail.
- (iv) Excellent Interpersonal communication and Customer Care Skills.
- (v) Must be computer literate
- (vi) Ability to work effectively both independently and as part of a team.
- (vii) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (viii) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

h) Ophthalmic Assistants

Our Ref:	CEH/HR/REC/020/2021	Terms of Engagement	Permanent
Department:	Patient Care	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Nurse- In- Charge	No. of Vacancies	3

Main Purpose of the Role

The role holders are charged with the responsibility of providing assistance to the clinical and patient care team in providing care to patients at the OPD, theatre, medical camps and the wards,

Qualifications

- (i) Successful completion of the Ophthalmic Assistant Trainee Program at City Eye Hospital
- (ii) Grade C+ or higher in KCSE
- (xv) Attention to detail.
- (iii) Excellent Interpersonal communication and Customer Care Skills.
- (iv) Ability to work effectively both independently and as part of a team.
- (v) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (vi) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.

i) Cleaners

Our Ref:	CEH/HR/REC/021/2021	Terms of Engagement	Permanent
Department:	HR & Administration	Place of work:	City Eye Hospital - Nyeri <i>(or as may be instructed)</i>
Reporting to:	Administrative Assistant	No. of Vacancies	2

Main Purpose of the Role

Successful applicants will be responsible for ensuring that the facilities is cleaned at all times as per the housekeeping standard operation procedures.

Qualifications

- (i) KCSE Certificate
- (xvi) Attention to detail.
- (ii) Good Interpersonal communication and Customer Care Skills.
- (iii) Ability to work effectively both independently and as part of a team.
- (iv) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.
- (v) Able to and willing to work in Nyeri and/or any other place that they may be deployed within Kenya.



Application Criteria

Interested and qualified candidates to make their applications through careers@cityeyehospital.or.ke latest by **COB 19th March 2021** with the subject line being the role applied for and the reference Number indicated. E.g., “**Administrative Assistant – CEH/HR/REC/016/2021**”.

The application **must** include;

1. An up-to-date CV, not more than 3 pages long, with the current and expected remuneration indicated in the CV.
2. A one-page document in **PDF format** explaining how their personality aligns to the core values of City Eye Hospital.

We are committed to grant you a great applicant’s experience, and we do not discriminate against gender, religion, marital status or any other diversities. All applications shall be accorded due consideration but due to the high volume of the same that we receive, we shall only be able to contact the shortlisted candidates. Applicants who fail to adhere to the application criteria indicated and do not meet the qualifications highlighted shall automatically be disqualified