



## **VACANCY ANNOUNCEMENT**

<b>Title:</b> CENTRE MANAGER	<b>Reporting to:</b> BOARD OF MANAGEMENT
<b>Date prepared:</b> 27 <sup>th</sup> MAY 2025	<b>Location:</b> AIC KAJIADO CHILD CARE CENTRE
<b>Duty Station:</b> KAJIADO COUNTY	<b>Employment Type:</b> FULL-TIME

### **JOB SUMMARY**

The Centre Manager of AIC Kajiado Child Care Centre is responsible for the overall leadership, management, and strategic direction of the facility. This role ensures high-quality patient care, regulatory compliance, financial sustainability, and operational efficiency.

### **Key Responsibilities**

- Develop and implement strategic plans to achieve the Centre's mission and goals.
- Oversee daily operations, ensuring smooth and efficient functioning.
- Foster a positive, ethical, and professional work culture.
- Ensure the delivery of high-quality, evidence-based rehabilitation services.
- Ensure the delivery of high-quality healthcare service delivery at the Health Centre.
- Monitor and evaluate program effectiveness, making improvements as needed.
- Collaborate with medical and clinical staff to develop individualized care plans.
- Stay updated on industry trends, best practices, and advancements in rehabilitation.
- Develop Resource mobilization strategy.
- Develop and manage budgets, ensuring financial stability and growth.
- Actively seek funding opportunities, grants, or partnerships to support operations.
- Ensure compliance with relevant healthcare regulations.
- Implement policies and procedures to ensure patient/children's safety and data security.
- Addresses legal, ethical, and risk-related issues proactively.
- Build relationships with healthcare providers, Partners, community organizations and community.
- Representing the Centre in professional networks and public engagements.



## **Qualifications & Requirements**

- Education: Minimum Qualification: Business Administration, Social Work or related field.
- Master's degree in healthcare administration/ Related field will be added advantage.
- Experience: Minimum 7 years in healthcare management, preferably in rehabilitation or behavioral health, 4 of which are in senior management.
- **Skills:**
  - Strong leadership and team management abilities.
  - Strong resource mobilization skills.
  - Financial acumen and budget management expertise.
  - Knowledge of healthcare laws, compliance, and accreditation standards.
  - Excellent communication, problem-solving, and decision-making skills.
  - Proficiency in EHR/EMR systems and healthcare software.

## **How to Apply:**

Applicants should include a cover letter, detailed CV detailing work history and current responsibilities, salary history, educational certificates, ID, recommendation letter from Clergy and three references. Only individuals who meet the above-mentioned qualifications will be considered.

Please send your application to:

**The Chairman, Board of Management,**

**AIC Kajiado Child Care Centre.**

**BOX 40431-00100 NAIROBI**

**NOT later than 05<sup>th</sup> June 2025.** All applications to be sent through: [recruitment@aichm.org](mailto:recruitment@aichm.org)

**A.I.C K. is an equal opportunity employer. Person's with disabilities are strongly encouraged to apply.**