



**MINISTRY OF HEALTH**  
**KENYA HEALTH PROFESSIONS OVERSIGHT AUTHORITY**  
*(Transforming Health Provision for Quality and Ethical Health Care)*

**Internal Advertisement for Vacant Positions**

**About the Authority:**

The Kenya Health Professions Oversight Authority (KHPOA) is a body corporate established under Section 45 (1) and (2) of the Health Act No. 21 of 2017. The Authority is mandated to provide oversight in health care services; training, registration, and licensing of health professionals; coordinate joint health inspections; receive and facilitate resolution of complaints and arbitrate disputes and conflicts; ensure compliance with health professionals' standards and monitor the execution of respective mandates and functions of health regulatory bodies.

**The Opportunity:** In line with its mandate, the Authority is seeking to recruit suitably qualified candidates for the following positions

S/No	Vacancy No.	Post	Grade	No. of Positions
1.	KHPOA/HRIO/1/4/2026	Health Research and Innovation Officer I	KHPOA 7	1
2.	KHPOA/ICO/2/4/2026	Investigation and Complaints Officer I	KHPOA 7	1
3.	KHPOA/PO/3/4/2026	Planning Officer II	KHPOA 8	1
4.	KHPOA /RIM/4/4/2026	Records and Information Management II	KHPOA 8	1
5.	KHPOA/ACCT/5/4/2026	Accountant II	KHPOA 8	1
6.	KHPOA /CCO/6/4/2025	Corporate Communication Officer II	KHPOA 8	1
7.	KHPOA/SCMA/7/4/2025	Supply Chain Management Assistant II	KHPOA 8	1

## How to apply

Interested and qualified persons are required to make their applications to;

**Chief Executive Officer**  
**The Kenya Health Professions Oversight Authority**  
**P.O Box 34422 - 00100**  
**NAIROBI**

The application is to reach the Authority on or before 5<sup>th</sup> May 2026. 5:00 pm East African time.

Please submit your applications through [ceo@khpoa.go.ke](mailto:ceo@khpoa.go.ke). Hard-copy applications will not be accepted.

**The Kenya Health Professions Oversight Authority is committed to implementing the provisions of the Constitution, Chapter 232 (1)-on fair competition and merit, representation of Kenyans' diverse communities, and affording equal employment opportunities to men and women, members of all ethnic groups, and persons with disabilities. Therefore, people with disabilities, the marginalized, and minorities are encouraged to apply.**

The application should include the following:

1. Letter of application (Indicate vacancy number)
2. Detailed current Resume or curriculum vitae with telephone number and e-mail address.
3. certified copies of academic and professional certificates, transcripts, national identification cards, and any other supporting documents (as PDF attachments)
4. Letter of professional reference with contact telephone number and e-mail addresses

***Only short-listed candidates will be contacted and shall be required to produce originals of their National Identity Cards, academic and professional certificates, and transcripts during interviews.***

***Serving officers shall be required to provide original letters of appointment or deployment to the current substantive posts during the interviews***

## Vacancy Announcements

**Position: Health Research and Innovation Officer I, Grade KHPOA 7 (1 position) -  
Vacancy No. KHPOA/HRIO/1/4/2026 Location: Nairobi  
Reporting to: Director, Planning, Monitoring and Evaluation Department**

### **a. Job Purpose: -**

The cadre is responsible for the development, implementation, and review of policies, procedures, frameworks, strategies, plans, legislations, standards, and regulations on health research.

### **b. Job Specification: -**

#### Duties and Responsibilities

- (i) Implementing health research policies, procedures, frameworks, strategies, plans, legislations, standards, and regulations;
- (ii) Collecting and collating data on health issues to inform policies in healthcare delivery;
- (iii) Disseminating research findings to stakeholders; and
- (iv) Creating and managing a health research database.
- (v) Evaluating the effectiveness of health research programs to ensure alignment with established goals and standards.
- (vi) Collaborating with healthcare professionals and institutions to promote evidence-based practices in healthcare delivery

### **c. Person Specification**

For appointment to this grade, a candidate must have: -

- (i) Cumulative service period of three (3) years' work experience at the grade of Health Research and Innovation Officer II or in a comparable position
- (i) Bachelor's Degree in any of the following disciplines: - Medicine, Dentistry, Nursing, Clinical Medicine, Public Health, Medical Laboratory, Pharmacy, Physiotherapy, Nutrition and Dietetics, Biostatistics, Health Economics, Health Records and Information Management, Epidemiology, Health Systems Management/Administration, Sociology, Anthropology or any other health-related discipline from a recognized institution;
- (ii) Registration by a relevant and recognized regulatory body where it is applicable;
- (iii) Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

### **c. Skills**

- i. Research and Analytical Skills
- ii. Monitoring and Evaluation Skills
- iii. Problem-solving skills
- iv. Proficiency in computer applications
- v. Interpersonal and cross-cultural skills

**d. Competencies**

- i. Ability to implement health research policies, procedures, frameworks, strategies, legislation, standards, and regulations to support effective healthcare research systems
- ii. Ability to monitor, evaluate, and Strategic Collaboration.
- iii. Ability to uphold standards of ethics and integrity;
- iv. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect;
- v. Ability to work under minimal supervision;
- vi. Ability to work independently; and
- vii. Demonstrate results in work performance;

**e. Terms of Service**

The successful candidate will be appointed on a one (1)- year term contract, renewable subject to satisfactory work performance and retirement age.

**Position: Investigation and Complaints Officer I, Grade KHPOA 7 (1 position) - Vacancy No. KHPOA/ICO/2/4/2026** **Location: Nairobi**  
**Reporting to: Deputy Director, Investigation and Complaints**

**a. Job Purpose**

The cadre is responsible for the development, implementation, review of policies, procedures, mechanisms, frameworks, strategies, plans, legislations, standards, and regulations on investigation and complaints

**b. Job Specification**

**Duties & Responsibilities**

- i. Gathering information and producing reports to inform investigations; Recording of statements from complainants, witnesses, and offenders.
- ii. Creating and maintaining a database on investigations and evidence;
- iii. Collecting and collating data on audit investigations and actions taken by the statutory health regulatory bodies in response to complaints raised by patients, health professionals, and aggrieved parties;
- iv. Creating and maintaining an up-to-date register and information system/database on complaints or conflicts; and
- v. Undertaking investigations if the Authority is not satisfied with the respective regulatory Boards and Councils' interventions.

### **c. Person Specification**

For appointment to this grade, a candidate must have: -

- (i) Cumulative service period of three (3) years' work experience at the grade of Investigation and Complaints Officer II or in comparable position; Bachelor's Degree in any of the following disciplines: - Medicine, Dentistry, Nursing, Public Health, Medical Laboratory, Pharmacy, Physiotherapy, Occupational Therapy, Mental Health, Clinical Medicine, Nutrition and Dietetics, Health Records and Information Management, Criminology, Criminal Justice, Law or equivalent qualifications from a recognized institution;
- (ii) Registration by a relevant and recognized regulatory body where it is applicable;
- (iii) Current and valid practicing license by a relevant and recognized regulatory body where it is applicable;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

### **d. Skills**

- i. Complaint Handling and Investigation Skills;
- ii. Proficiency in Computer applications;
- iii. Problem-solving skills;
- iv. Effective Communication skills;
- v. Interpersonal and cross-cultural skills;

### **e. Competencies**

- i. Ability to Investigate and Complaints Management;
- ii. Ability to uphold standards of ethics and integrity;
- iii. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect
- iv. Ability to work under minimal supervision;
- v. Ability to work independently;
- vi. Demonstrate results in work performance;
- vii. Keen on details;

### **f. Terms of Service**

The successful candidate will be appointed on a one (1)- year term contract, renewable subject to satisfactory work performance and retirement age.

**Position: Planning Officer II, Grade KHPOA 8 (1 position)**

**Vacancy No. KHPOA/PO/3/4/2025**

**Location: Nairobi**

**Reporting to: Director, Planning, Monitoring, and Evaluation Department**

**a. Job Purpose**

The cadre is responsible for the development, implementation, and review of policies, procedures, frameworks, strategies, plans, legislations, standards, and regulations on planning, monitoring, and evaluation.

**b. Job Specification**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail: -

- (i) Collecting and collating data on the work plans, activities and programs of the Authority;
- (ii) Implementing the framework to monitor the execution of respective mandates and functions of health regulatory Boards and Councils;
- (iii) Developing and monitoring the implementation of the Authority's Strategic Plan Service Charter, and performance contract;
- (iv) Preparing the annual performance contract for the Authority; and undertaking feasibility studies and health service delivery surveys.

**c. Person Specification**

- (i) Bachelor's Degree in any of the following disciplines: - Economics, Statistics, Actuarial Science, Biostatistics, Health Economics, Health Records and Information Management, Epidemiology, Health Systems Management/Administration, or its equivalent qualifications from a recognized institution;
- (ii) Membership with a relevant professional body and in good standing where applicable; and
- (iii) Proficiency in computer applications.

**d. Skills**

- i. Proficiency in Computer applications;
- ii. Ability in Strategic Planning and Performance Management
- iii. Effective communication;
- iv. Analytical skills;
- v. Problem-solving skills;
- vi. Interpersonal and cross-cultural skills;

### **e. Competencies**

- i. Ability in Strategic Planning and Performance Management
- ii. Keen on details;
- iii. Ability to work under minimal supervision;
- iv. Demonstrate results in work performance;
- v. Ability to uphold standards of ethics and integrity; and
- vi. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect

### **f. Terms of Service**

The successful candidate will be appointed on a one (1) year contract term, renewable subject to satisfactory work performance and retirement age

**Position: Records and Information Management II, Grade KHPOA 8 (1 position) -  
Vacancy No. KHPOA/ RIM/4/4/2026 Location: Nairobi  
Reporting to: Senior Human Resource Management Officer**

### **a. Job Purpose**

The Records and Information Management Officers are responsible for ensuring the flow of documents and the safety of records.

### **b. Job Specification**

This is the entry level for degree holders into this cadre. An officer at this level works under the direct supervision of a Senior Officer.

Duties and responsibilities will entail:

- (i) Ensuring security of files and documents; Sorting and classifying documents for filing;
- (ii) Updating and maintenance of personnel records and file indexes; Controlling opening of confidential and secret files;
- (iii) Custody and Maintenance of KHPOA documents; Ensuring security of information and Records in a registry/ archive;
- (iv) Ensuring mails are received, sorted, opened, and dispatched, and related registers are maintained; and
- (v) Planning appropriate office accommodation for registries.

### **c. Person Specification**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's Degree in Information Science Management, Records Management, or its equivalent qualifications from a recognized Institution; and
- (ii) Proficiency in computer application skills.

#### **d. Skills**

- i. Effective communication;
- ii. Analytical skill; and
- iii. Keen on details
- iv. Problem-solving skills
- v. Effective Communication skills
- vi. Interpersonal and cross-cultural skills.

#### **e. Competencies**

- i. Ability in Records and Information Management
- ii. Ability to manage registry and archival systems
- iii. A track record of excellent time management systems.
- iv. Ability to uphold standards of ethics and integrity;
- v. Ability to work under minimal supervision;
- vi. Ability to work independently;
- vii. Demonstrate results in work performance; and
- viii. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect;

#### **f. Terms of Service**

The successful candidate will be appointed on a one (1)-year term contract, renewable subject to satisfactory work performance and retirement age.

**Position: Accountant II, Grade KHPOA 8 (1 position) -Vacancy No. KHPOA/ACCT/5/4/2026**  
**Location: Nairobi**  
**Reporting to: Senior Finance Officer**

#### **a. Job Purpose**

This cadre is responsible for planning, organising, controlling, coordinating and implementing financial and accounting functions in the Authority.

#### **Job Specification**

Duties and responsibilities will entail: -

- (i) Implementing financial regulations, policies, strategies, and plans;  
Implementing Budgetary and cost control;
- (ii) Maintaining books of accounts and financial records;
- (iii) Implementing internal financial controls;
- (iv) Preparing financial reports and statements and submitting to relevant institutions;

- (v) Maintaining accurate and complete financial records of the Authority;
- (vi) Preparing payment vouchers;
- (vii) Participating in the collating of financial estimates and determination of aggregate expenditure;
- (viii) Maintaining records relating to Government grants and other donor funds;
- (ix) Preparing of management and statutory reports, including final accounts;
- (x) Maintenance of statutory deductions and remittance; (xii) Managing the petty cash; and
- (xi) Participating in the revenue collection processes.

### **Person Specification**

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following fields: - Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or equivalent qualification from a recognized Institution; and
- ii. Proficiency in computer applications.

#### **b. Skills**

- vii. Effective communication;
- viii. Analytical skill; and
- ix. Keen on details
- x. Problem-solving skills
- xi. Effective Communication skills
- xii. Interpersonal and cross-cultural skills.

#### **c. Competencies**

- i. Knowledge of accounting;
- ii. Ability to collect and collate data.
- iii. Ability to uphold standards of ethics and integrity;
- iv. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect;
- v. Ability to work under minimal supervision
- vi. Ability to work independently;
- vii. Demonstrate results in work performance; and
- viii. A track record of excellent time management systems.

#### **d. Terms of Service**

The successful candidate will be appointed on a one (1)- year term contract, renewable subject to satisfactory work performance and retirement age.

**Position: Corporate Communication Officer II, Grade KHPOA 9 (1 position) -  
Vacancy No. KHPOA/OA/6/4/2025  
Location: Nairobi  
Reporting to: Senior Corporate Communication Officer**

**a. Job Purpose**

The Communications Officers are responsible for coordinating Corporate Communications related activities, including Public relations, digital communications, internal communications, sponsorships, events, brand, and reputation management.

**b. Job Specification**

Duties and responsibilities will entail: -

- i. Implementing communication process and strategies;
- ii. Carrying out public awareness programmes;
- iii. Monitoring and responding to media and social media communication; Organizing Authority's planned events and functions;
- iv. Updating the Authority's website and social media sites; Preparing media supplements, documentaries, and articles;
- v. Implementing public relations and communications strategies; and Manning information desk services at publicity events and outreach forums.

**c. Person Specification**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Communications, Journalism, Public Relations, or its equivalent qualification from a recognized institution. Proficiency in computer applications; and
- ii. Proficiency in computer applications.

**Skills**

- i. Communications and public relations knowledge
- ii. Good written and verbal communication skills
- iii. Good time management
- iv. Ability to collect and collate data
- v. Problem-solving skills
- vi. Interpersonal and cross-cultural skills

**d. Competencies**

- i. Proficiency in computer applications;
- ii. Ability to uphold standards of ethics and integrity;
- iii. Ability to demonstrate sensitivity for ethical, cultural, and gender differences as well as treat individuals with fairness and respect;

- iv. Ability to work under minimal supervision;
- v. Ability to work independently;
- vi. Demonstrate results in work performance; and
- vii. A track record of excellent time management systems

#### **e. Terms of Service**

The successful candidate will be appointed on a one (1) year contract term, renewable subject to satisfactory work performance and retirement age.

**Position: SUPPLY CHAIN MANAGEMENT ASSISTANT II Grade KHPOA 8 (1 Position)**  
**Vacancy No. KHPOA/CCO/7/4/2025**  
**Location: Nairobi**  
**Reporting to: SENIOR SUPPLY CHAIN MANAGEMENT OFFICER**

#### **a. Job Purpose**

The purpose of this cadre is to facilitate the procurement of goods, works, and services, inventory management, and disposal in accordance with the Public Procurement Asset Disposal Act (PPADA), 2015, Public Procurement Regulations Disposal Act of 2020 (PPRDA).

#### **b. Job Specification**

Duties and responsibilities at this level will entail: -

- i. Carrying out data entry into the procurement and inventory management information systems;
- ii. Receiving, arranging, and issuing goods in the stores;
- iii. Participating in inspection and receiving goods;
- iv. Carrying out stock taking and records reconciliation;
- v. Ensuring security and safety in the store;
- vi. Maintaining stock and stores records;
- vii. Ensuring orderliness of the stores;
- viii. Identifying obsolete stores and equipment for disposal; and
- ix. Processing payments in line with contract terms.

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of three (3) years' work experience in the grade of Supply Chain Management Assistant III or in a comparable position;
- ii. Diploma in Supply Chain Management or its equivalent qualification from a recognized Institution;

- iii. Membership to Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS) and in good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and result.

**c. Skills**

- i. Good problem-solving skills
- ii. Strong communication skills
- iii. High-level interpersonal and cross-cultural skills
- iv. Strong interpersonal skills and ability to create a respectful relationship

**d. Competencies**

- i. General knowledge of Procurement policies and regulations at national, regional, and international levels
- ii. Ability to collect and collate data
- iii. Ability to build alliances and collaborative relationships with sensitivity to diversity
- iv. Ability to uphold high standards of ethics and integrity
- v. Ability to demonstrate sensitivity to ethical, cultural, and gender differences and treat individuals fairly and respectfully.

**e. Terms of Service**

The successful candidate will be appointed on one (1) year contract term, renewable subject to satisfactory work performance and retirement age.