

EXTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: **Nurse**

Reporting To: **Registrar Administration**

Department: **General Administration**

Purpose of Role:

- This position holder is responsible for performing triage, registering patients, and administering medications, injections, and treatments in accordance with nursing standards. The position holder will also be responsible for ensuring that the child welfare clinic, antenatal, post-natal, family planning, and immunization schedules are kept up-to-date in line with the Ministry of Health (MOH) guidelines. This is in addition to providing emotional, psychological, and empathetic support during patient care and ensuring adherence to legal, regulatory, and institutional guidelines, especially on prevention and infection control, medication handling and patient safety.

KEY RESPONSIBILITIES

- Perform triage, register patients, and administer medications, injections, and treatments in accordance with nursing standards.
- Perform routine procedures like IVs, wound care, catheterization, and other nursing interventions.
- Consistently observe, record, and report changes in patient conditions or symptoms during patient monitoring.
- Provide emotional, psychological, and empathetic support during patient care.
- Educate patients and families on conditions, treatments, self-care, and prevention strategies.
- Maintain high-quality service provision and accurate patient records in a confidential manner.
- Prepare equipment and ensure examination rooms are stocked with required supplies and materials.
- Ensure that the child welfare clinic, antenatal, post-natal, family planning, and immunization schedules are kept up to date in line with the Ministry of Health guidelines.
- Work closely with the medical team to ensure that patients receive quality health care.

- Refer patients appropriately according to the Ministry of Health referral guidelines.
- Coordinate timely internal and external (Ministry of Health) reporting and ordering of supplies.
- Report all incidents that occur in the clinic within the stipulated guidelines.
- Maintain discipline and ensure the image of the clinic is protected.
- Adhere to legal, regulatory, and institutional guidelines, especially on prevention and infection control, medication handling, and patient safety.
- Participate in quality improvement activities, departmental CMEs, community outreach activities, and professional development initiatives.

QUALIFICATIONS AND EXPERIENCE

1. BSc. Nursing or Diploma (or advanced Diploma) in Nursing with at least two years of hands-on experience in a busy hospital set up.
2. Certification for other health-related additional training, such as BLS, ACLS, Anesthesia, Health Management and Leadership, Public Health, etc.
3. Must be registered with the Nursing Council of Kenya and have a valid practicing license.
4. Demonstrated basic digital competence in the responsible use of healthcare and office technologies, while ensuring patient confidentiality, data protection, and adherence to professional and ethical standards.
5. Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
6. A committed Christian of high moral and ethical standing, aligned to the University's vision and values.

KEY COMPETENCIES AND SKILLS

- Attention to detail.
- Good analytical and reporting skills.
- Good interpersonal skills.
- Teamwork and collaboration skills.
- Strong organizational skills.
- Problem-solving skills.
- Digital Competencies.
- Health Records Management skills.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: recruit@spu.ac.ke



All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.