



Job Description: Radiographer / Sonographer - Internship (2)

Reports to: Medical Director

Summary: Radiographers are primarily responsible for operating X-ray equipment to produce high-quality diagnostic images that aid in the diagnosis of various patient conditions

Qualifications

- Higher Diploma in Sonography / Diploma in Diagnostic Radiography or equivalent qualification from a recognized institution.
- Valid practicing license from a professional body.
- Good communication and presentation skills.
- With Practicing License
- Strong leadership and analytical skills.
- Mature, friendly, confident and caring in nature

Position Responsibilities

- Perform a range of radiographic and sonographic examinations on patients to produce high-quality images;
- Processing, verifying and maintaining x-ray films for patients.
- Promoting and maintaining a safe environment for staff and patients
- Maintaining infection control measures in the work environment
- Ensuring availability of relevant supplies in the imaging room
- Providing care to the patient while ensuring ethical guidelines are followed
- Providing support and reassurance to patients, taking into account their physical and psychological needs; and
- Keeping up to date with health and safety guidelines, including ionizing radiation regulations
- Participating in all appropriate and necessary meetings and committees.
- Mentoring and coaching students on practical attachment
- Promoting and maintain a safe environment for staff and patients

Position: IT Officers – Internship (3)

Reports to: IT Manager

Duties/ Responsibilities

- Installing and maintaining computer systems including software and hardware on desktops and laptops,
- Resolving internet and network access issues (both wired and wireless),
- Providing printing and photocopying services.
- Meeting with staff to provide one-on-one technical assistance as needed/requested
- Guarantee the smooth running of all ICT systems including antivirus software, and email provision.
- Provide secure access to the network for remote users to ensure confidentiality and security of the organization's files and databases.
- Assist in the selection and installation of ICT resources and the provision of user training.
- Teaching computer packages classes, (Introduction to computers operating systems, MS Office suite)
- Facility generated data entry into the HMS and other related reporting tools
- Helping clients with NHIF registration at the reception.

Qualification / Requirements:

- Diploma in Information Technology / ICT /Computer Science
- Excellent communication and leadership skills.
- Ability to plan, multi-task and manage time effectively.
- Strong report writing and record keeping ability.

Interested candidates on any of the positions should submit their applications, enclosing a detailed CV, copies of academic testimonials and names of three referees and day time telephone contacts to: -

The Administration Officer,
Matibabu Foundation,
P.O. Box 230 – 40607,
Ukwala, Kenya.

OR

E-mail to info@matibabukenya.org so as to reach us not later than 3rd March 2023

To be a valued leading provider of excellence in medical training and research