



Matibabu Foundation is a registered health facility and community health organization based in Siaya County, Kenya. Our mandate is to improve the quality, affordability, and accessibility of healthcare, with particular focus on women, children, and families, through integrated facility-based care, outreach programmes, laboratory, and pharmaceutical services.

We are seeking a dedicated, creative, and results-driven Health Records and Information Officer Intern to strengthen our institutional visibility, document impact, and support strategic communication across programmes, fundraising, and organizational leadership.

## **Position: Health Records and Information Officer - Intern**

### **Reporting to: MEAL LEAD**

### **Duty Station: Matibabu Foundation**

### **Contract Type: Internship**

### **Role Purpose**

To coordinate and manage the collection, processing, storage, retrieval, analysis, and confidentiality of patient and health information in accordance with Ministry of Health standards, legal requirements, and hospital policies, while supporting efficient healthcare service delivery and informed decision-making within the hospital.

### **Key Duties and Responsibilities**

- Receiving and registering patients accurately in the hospital information system
- Retrieval, filing, and safe custody of patient records
- Updating and maintaining medical records and reports
- Assisting in data entry, data analysis, and report generation
- Ensuring confidentiality and security of patient information
- Supporting digitization and records management processes
- Assisting clinicians and other departments in accessing patient records
- Any other duties assigned by the supervisor

### **Minimum Requirements:**

- Diploma or Certificate in Health Records and Information Technology/Management from a recognized institution
- Must have completed training and awaiting internship/attachment opportunity
- Knowledge of computer applications and hospital information systems is an added advantage

- Good communication and interpersonal skills
- Ability to work in a fast-paced hospital environment
- Strong attention to detail and confidentiality

**Added Advantages:**

- Experience with electronic medical records systems
- Knowledge of SHA/NHIF workflows and patient registration processes

**How to Apply:**

**Application Process**

Interested candidates should submit:

- A detailed CV
- Copies of academic certificates
- Names and daytime contacts of **three referees**

Applications should be sent by email to: **info@matibabukenya.org**

**Deadline:** 22<sup>nd</sup> May 2026

Only shortlisted candidates will be contacted.

**Matibabu Foundation is an equal opportunity employer.**