



VACANCY ANNOUNCEMENT

Title: CENTRE MANAGER	Reporting to: BOARD OF DIRECTORS
Date prepared: 02 nd MAY 2025	Location: AIC KAJIADO CHILD CARE CENTRE
Duty Station: KAJIADO COUNTY	Employment Type: 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 10 years in healthcare management, preferably in rehabilitation or behavioral health, 5 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, 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 16th May 2025. All applications to be sent through: recruitment@aichm.org