

VACANCIES

JOB TITLE:	Assistant - Information Communication Technology Officer
POSITIONS:	One (1)
DIRECT REPORTING:	ICT Officer
DUTY STATION:	COGRI – Kitui Village

MAIN PURPOSE OF THE JOB

The ICT Assistant will be responsible for managing and maintaining the Organization's ICT infrastructure, ensuring seamless operations of all hardware, software, and network systems. The role involves providing technical support, implementing ICT policies, safeguarding data security, and supporting digital transformation initiatives to enhance operational efficiency and member service delivery.

Field of duties and responsibilities

1. Networking and network maintenance (LAN & WAN) – Setup and maintain Networks, Monitor security and troubleshoot network failures.
2. Provide first-line ICT technical support to users in the program.
3. Manage ICT Infrastructure – Install, configure and maintain ICT equipment, ensuring software updates are installed and licences are renewed.
4. ERP System (Microsoft Dynamic 365) users first-line support
5. Data entry and Management – Support in data entry, implementing data security policies and perform scheduled backups.
6. Website and ICT asset inventory management.
7. Documentation and Reporting. Prepare ICT reports and incident logs, SOPS and provide regular reports on ICT performance and resource utilization.
8. Train user on best practices in ICT.

Qualifications and key Competencies

1. Bachelor's degree in IT, BBIT or equivalent
2. Certification in CCNA
3. Experience working with SQL databases and proven website design and management
4. Strong troubleshooting and problem-solving skills
5. Advanced familiarity with windows Operating system
6. Experience working with Microsoft Dynamics 365 ERP system – Preferred
7. Report writing and documentation skills

Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to recruitment@nyumbani.or.ke indicating **Job Title, Expected Salary** and **Availability** by close of business on **20th August 2026**. Only shortlisted candidates will be contacted. *Applications will be reviewed on a rolling basis.*

DISCLAIMER: *The Public is advised that COGRI does NOT charge any fee whatsoever for application, processing, interviewing or securing employment.*

JOB TITLE: Care Givers
POSITIONS: Two (2)
DIRECT REPORTING: Program Manager
DUTY STATION: COGRI – Nyumbani Home

MAIN PURPOSE OF THE JOB

The incumbent is responsible for overall child's wellbeing, comfort, and development by supporting daily routines, mobility, communication, and social interaction. This role is ideal for someone passionate about making a meaningful difference in a child's life.

Field of duties and responsibilities

- Provide daily care, supervision, and protection of children
- Assist children with feeding, bathing, toileting, diaper changing, and personal hygiene.
- Ensure a safe, clean, healthy, and friendly environment for children. Organize age-appropriate play, learning, and developmental activities.
- Monitor children's health, growth, behavior, and general well-being.
- Teach as well as administer basic first aid and promptly report illnesses, injuries
- Maintain cleanliness and sanitation of childcare facilities, equipment, toys, and bedding.
- Support implementation of nutrition, health, and child protection programmes.
- Keep records on attendance, feeding schedules, and children's daily activities.
- Promote positive social, emotional, cognitive, and physical development of children.
- Liaise with parents, teachers, health workers, and other stakeholders on matters affecting children's welfare.
- Ensure compliance with childcare policies, safeguarding standards, and occupational health and safety requirements.
- Assist in preparation and serving of meals and snacks where applicable.
- Report any cases of neglect, abuse, or child protection concerns through the supervisor
- Perform any other duties as may be assigned by the supervisor from time to time.

Requirements & Qualifications

- Diploma in child care, Early Childhood Development, Nursing assistant, or related field from a recognized institution
- Certificate/Diploma in CBC/E training/experience an added advantage
- Demonstrated ability to handle infants and children below 18 years
- Good communication and interpersonal skills,
- Certificate of good conduct.
- Any additional skill will be an added advantage

Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to recruitment@nyumbani.or.ke indicating **Job Title**, **Expected Salary** and **Availability** by close of business on **20th August 2026**. Only shortlisted candidates will be contacted. *Applications will be reviewed on a rolling basis.*

DISCLAIMER: *The Public is advised that COGRI does NOT charge any fee whatsoever for application, processing, interviewing or securing employment.*

JOB TITLE: Maintenance Technician

POSITIONS: One (1)

DIRECT REPORTING: Program Manager

DUTY STATION: COGRI – Nyumbani Home

MAIN PURPOSE OF THE JOB

Carrying out routine maintenance, minor repairs, and general upkeep of hospital facilities works with a strong focus on carpentry, electrical work, plumbing, joinery and masonry, ensuring buildings, furniture, and fittings are maintained in good condition, safe, and presentable at all times.

Field of duties and responsibilities

- Carry out carpentry works including fabrication, electrical work, and repair of doors, ceiling, cabinets, shelves, furniture and fittings.
- Carry out joinery works such as fixing door frames, windows, skirting boards, and wooden structures.
- Able to assist with various light maintenance such as hanging frames, touch up painting, plumbing, masonry and metal/wooden surfaces.
- Conduct minor building maintenance works as assigned.
- Ensure proper use, handling, and maintenance of tools and equipment.
- Follow safety procedures and maintain a clean and safe work environment.
- Report major defects or maintenance issues beyond scope to the supervisor.
- Respond promptly to maintenance requests and emergencies when required.
- Manage plumbing and water system in the facility
- Perform any other duties assigned from time to time by your supervisor.

Requirements and Qualifications

- Diploma or trade qualification in Carpentry, Joinery, or related field.
- Minimum of 2–3 years relevant work experience in handyman, maintenance, or construction-related roles.

Key Competencies

- Proven experience in carpentry, joinery, or masonry works.
- Ability to read measurements, drawings, and basic work instructions.
- Knowledge of materials, tools, and safe work practices.
- Good attention to detail and workmanship.
- Ability to work independently with minimal supervision.
- Physically fit and able to perform manual tasks.
- High level of professional etiquette and decorum

Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to recruitment@nyumbani.or.ke indicating **Job Title**, **Expected Salary** and **Availability** by close of business on **20th August 2026**. Only shortlisted candidates will be contacted. *Applications will be reviewed on a rolling basis.*

DISCLAIMER: *The Public is advised that COGRI does NOT charge any fee whatsoever for application, processing, interviewing or securing employment.*

JOB TITLE: Clinical Officer
POSITIONS: One (1)
DIRECT REPORTING: Program Manager
DUTY STATION: COGRI – Nyumbani Village, Kitui

MAIN PURPOSE OF THE JOB

This position will be responsible for leading and coordinating health activities while supervising staff at the health post. The incumbent works closely with the Nurse, Social workers and Counsellors in ensuring quality health services to the beneficiaries, managing clinical procedures, adhering to standard treatment protocols and coordinating patient referrals.

Field of duties and responsibilities

- Carry out clinical care and patient management
- Examine, diagnose and treat patients presenting with various medical conditions
- Take comprehensive patient history and perform physical examinations
- Prescribe medications and recommend appropriate treatment plans in accordance with professional guidelines
- Order, interpret and act on laboratory and diagnostic test results
- Conduct minor surgical and medical procedures within the scope of practice
- Offer health education, counselling and preventing healthcare services to patients and community.
- Maintain accurate and up to date patient medical records
- Refer patients to specialists or higher-level facilities when necessary
- Participate in disease surveillance, health promotion activities and community outreach programs
- Ensure compliance with clinical protocols, ethical standards and healthcare regulations
- Collaborate effectively with other healthcare professionals to deliver quality patient care.
- Perform any other duties assigned from time to time by your supervisor.

Requirements and Qualifications

- Degree/Diploma in Clinical Medicine and Surgery
- Minimum of 3 years relevant work experience in a healthcare facility with hands-on patient care experience.
- Registered Clinical Officer with Valid Practicing License
- Basic HIV training /experience

Key Competencies

- Experience in community-based healthcare or working in under-served areas is highly desirable.
- Knowledge in general medicine, primary healthcare and management of common diseases
- Familiarity with managing opportunistic infections and conditions in resource limited settings
- Experience in handling patient referrals and coordinating specialized care.
- Ability to take medical history of the patient, perform a thorough examination, order appropriate investigations, make correct diagnosis, prescribe treat and do patient follow-up.

Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to recruitment@nyumbani.or.ke indicating **Job Title, Expected Salary and Availability** by close of business on **20th August 2026**. Only shortlisted candidates will be contacted. *Applications will be reviewed on a rolling basis.*

DISCLAIMER: *The Public is advised that COGRI **does NOT** charge any fee whatsoever for application, processing, interviewing or securing employment.*

JOB TITLE: Teachers
POSITIONS: Two (2)
DIRECT REPORTING: Principal-Lawson High school
DUTY STATION: COGRI – Nyumbani Village-Kitui

MAIN PURPOSE OF THE JOB

To effectively implement the CBC/E for learners by creating an engaging, safe and supporting learning environment that promotes child development and improved performance.

Field of duties and responsibilities

- To demonstrate expert knowledge of the subject area
- To plan and prepare appropriately the assigned lessons and lectures
- Develop schemes of work, lesson plans and tests that are in accordance with established procedures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designed curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self-independent learners
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities conducive for learning
- Observe and evaluate student's performance and development
- Prepare and maintain accurate records of students as required.
- Perform any other duties assigned from time to time by your supervisor

Requirements and Qualifications

- Degree/Diploma in Education from recognized institution
- Minimum of 3 years relevant work experience in subject areas
- Registration with the Teachers Service Commission (TSC)
- Evidence of participation in CBC/E training programs or seminars from Ministry of Education

Key Competencies

- Deep understanding of competency-based teaching methodologies and frameworks
- Strong leadership, planning and academic tracking capabilities

Terms and expression of Interest

This position is contractual and interested candidates should send their application, CV, professional and academic certificates on **PDF format** to recruitment@nyumbani.or.ke indicating **Job Title, Expected Salary** and **Availability** by close of business on **20th August 2026**. Only shortlisted candidates will be contacted. *Applications will be reviewed on a rolling basis.*

DISCLAIMER: *The Public is advised that COGRI does NOT charge any fee whatsoever for application, processing, interviewing or securing employment.*