



21st September 2023

VACANCY (WORK WITH US)

Kenya Medical Practitioners', Pharmacists' and Dentists' Trade Union (KMPDU) is registered Trade Union (TU/158) whose main mandate is to represent the aspirations of and advocate for the welfare all doctors (medical practitioners, pharmacists and dentists) practicing within the geographical boundaries of the republic of Kenya. KMPDU represents close to 10,000 doctors spread across the 47 counties, national referral hospitals and in the private sector in bipartite and tripartite social dialogue frameworks on employment matters. KMPDU has TEN branches organized on county basis with elected branch representatives running the affairs of the union at branch level.

We are seeking to recruit enthusiastic, dynamic, competent, proactive and qualified professional to fill the position of National Organizing officer.

JOB DESCRIPTION

JOB/ POSITION TITLE: <i>National Organizing Officer</i>
DEPARTMENT AND DIVISION: <i>Organizing, Education and Recruitment</i>
POSITIONS REPORTING TO <i>National Secretary General</i>

JOB SUMMARY

1. Takes all reasonable steps to ensure the implementation of KMPDU's organizing and recruitment strategy report of April, 2022 with a bias in organizing the private sector
2. Assists and advises all branches in ensuring implementation of organizing and recruitment strategy report of April, 2022 with a bias in organizing the private sector
3. Must carry out organizing coordination with all county liaison officers in collaboration with branch secretaries and report monthly to the national secretary general of the union.
4. Must populate the digital assets with membership status progress from each branch and have updated membership records in the mobile app and digital register at all times.
5. Must prepare monthly reports on new members joining the union and the records any membership attrition rates monthly countrywide in collaboration with county liaison officers and branch secretaries.

AUTHORITIES ASSIGNED

Conduct organizing and membership recruitment drives regularly and report on a monthly basis with a bias in organizing the private sector.

Providing mapping of potential membership of the union against the current membership and develop a plan to organize, recruit and retain new members as well as improve service delivery to existing members of the union.

JOB SPECIFICATIONS

Academic, Professional Qualifications, Training & Work Experience

- Degree/Diploma in Social sciences with at least 3 years in union organizing
- GLU and/or GOTUS training is an added advantage
- Solid experience in Trade Union Organizing, Education and Recruitment
- Knowledge in Public Sector Trade Unionism in Kenya is desirable
- Effective reporting skills and working under pressure with minimum supervision
- Be informed in labour market dynamics in Kenya, health sector and agile advocacy for social justice in favour for workers.

KNOWLEDGE AND COMPETENCIES

- Planning and organization skills
- Good written and spoken Communication skills
- Excellent Interpersonal skills
- Astute with modern record keeping skills
- Highly flexible and adaptable
- Good analytical and problem-solving skills
- Self-drive and a good team player

**DESCRIPTION OF DUTIES/RESPONSIBILITIES REGULAR
DUTIES/RESPONSIBILITIES**

1. Recruit new members from the private sector institutions.
2. Provide primary support to branches in creating hospital representatives and recruiting members from the private facilities
3. Coordinating branch training for organizing secretaries and their support teams per branch
4. Developing Advocacy and Training Manual for the union
5. Undertaking Capacity building in advocacy and organizing in private facilities in the country
6. Develop and implement a membership organizing, recruitment and retention plan for KMPDU
7. Establish and empower through training membership organizing, recruitment and retention committees in each branch chaired by branch organizing secretaries.
8. Report on the membership growth pattern monthly through keeping records of existing members, new members and attrition rates month-on-month
9. Carry out membership in mapped out private hospitals, facilities and counties in collaboration with respective branch leaders.
10. Provide written advice to the union on the private sector organizing gaps that the union need to ratify at the NEC and implement continuously.
11. Support KMPDU in institutionalizing membership organization, recruitment and retention in Union activities at all levels.

PERIODIC DUTIES/RESPONSIBILITIES

1. Preparation of new membership monthly reports with a bias in the private sector.
2. Training branches on organizing strategies and implementation plan
3. Preparing quarterly reports and highlighting areas of improvement

APPLICATION PROCESS

The interested candidates who meet the above criteria may submit their applications addressed to:

**The Secretary General,
Kenya Medical Practitioners, Pharmacists and Dentists Union,
P.O Box 157-00202,
KNH-NAIROBI**

Applications Comprising of the listed below to reach us not later than 29th September 2023 at 5:00pm either in hard copy or electronically via nec@kmpdu.org.

- 1. Letter of application**
- 2. Comprehensive Curriculum vitae.**
- 3. Certified Copies of Certificates**
- 4. Professional testimonials**
- 5. Names and addresses [with telephone and Emails] of 3 referees.**

KMPDU is an equal opportunity employer. Only Shortlisted candidates will be contacted.
CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION