



St John Ambulance is a first aid and health charity organization incorporated in Kenya under the St John Ambulance of Kenya Act, Cap. 259 of the laws of Kenya with mandates to provide emergency medical care and promote charitable works aimed at reducing human suffering, and to provide technical support to the medical services in the country among other functions.

The Organization is looking for an **Emergency Medical Services (EMS) Manager** to serve at the Headquarters Office. This position reports to the Chief Executive Officer

JOB RESPONSIBILITIES

- Coordinate staffing within the department and oversee employee performance.
- Oversee emergency vehicles, medicine supplies, and equipment and their inspection and compliance.
- Serve as a liaison with the Training and Ambulance Service Committee that provides direction and input on the ambulance business, finance, and performance.
- Oversee the administration of the Ambulance Service Local Agreement with clients.
- Oversight of ongoing ambulance contracts and changing contract provisions as required and within the law.
- Develop and manage the Ambulance Service annual budgets through monitoring expenditures, possible future expenditures and potential donors and grant sources.
- Coordinate EMT students in liaison with the course coordinator as they undertake their clinicals.
- In coordination with the HR, investigate complaints on contract performance issues.
- Ensure compliance with established rules, ordinances, and regulations.
- Interact regularly with involved jurisdictions, boards committees, councils and the communication/dispatch center to identify and resolve problems and seek appropriate creative solutions.
- Coordinate staff, scheduling shifts, policy development, accreditation compliance, quality improvement, interagency response matters, trainings and direct patient care during shifts.
- Advise the CEO on issues relating to Ambulance service department.
- Recommend and develop program, policies and processes relating to ambulances.
- Answer any question and provide information to the public including letter writing, proposal development and making formal presentations.
- Application of Emergency Medical Services knowledge and expertise in program oversight including broad knowledge of up-to-date technology, regulations, and laws.
- Develop and present related reports and proposals to the Ambulance Service Committee, management team, user agencies, vendors and other interested stake holders.
- Provide information and assistance to other departments, outside agencies, and the public on assigned functions.
- Any other duties related to this role allocated by supervisor or any person in authority.



QUALIFICATIONS

- BSc in Nursing, or Higher Diploma in Nursing (KRN) Preferably Critical Nursing.
- At least 6 years of relevant experience where 2 years should be in management level
- Strong experience in Accident Emergency of ICU
- Strong interpersonal and communication skills
- Good managerial skills to lead a team successfully.
- Be a significant part in the growth of the company, aligning your goals with those of the organization to drive success.
- Knowledge of medical emergency and evacuation will be an added advantage.
- Ability to work under intense conditions.
- Strategic decision-making skills.
- Problem solving skills.

APPLICATION PROCESS

Qualified and interested applicants are invited to send an application letter and a curriculum vitae quoting the job title on the subject line to recruit@stjohnkenya.org by **22nd December 2023**. Candidates are required to state salary expectations in the application Letter. Only shortlisted candidates will be contacted. Canvassing will lead to disqualification.