

JOB VACANCIES

An NGO that operates 20 dialysis centres that provide dialysis treatments to 1000 patients nationwide, with over 230 staff is now seeking committed and service-oriented personnel to fill the following.

1. MEDICAL DIRECTOR(BASED AT HQ)

Responsibilities:-

- Responsible for the effective and efficient management of the medical division.
- Provide advice to the dialysis centre staff on patient management.
- Review patients on their monthly bio-chemistry flow sheets.
- Participate in clinical research activities and regularly present/publish papers.
- To conduct lectures at NKF's Training Centre.
- To plan and roll out new medical program e.g. Peritoneal Dialysis in NKF.

Requirements:-

- Degree in Medicine from recognized university.
- Post Basic degree in medicine.
- 5 years' experience in clinical nephrology practice, including clinical management of patients with end-stage renal disease.

2. QUALITY, SAFETY, HEALTH & ENVIRONMENT MANAGER (QSHE)

Responsibilities:-

- The Quality, Safety, Health & Environment Manager will be responsible for organizing, planning, ongoing development, direction, and implementation of the Clinical Risk Management Program under the direction of the Medical Director.
- Responsible for reducing identifiable risks in the workplace to ensure staff safety and asset integrity.
- The QSHE Manager will also coordinate and integrate the Clinical Risk Management Program across all NKF dialysis centres and with the medical staff.
- Compile reports on environment issues, as well as support dialysis centres on environmental audits and impact surveys.
- Conducting site inspection and audits to ensure compliance with OSHA, 1992.

Requirements:-

- Degree in QA/QS or relevant discipline.
- 2-5 years experience in Clinical Healthcare Risk Management.
- Good team player who is able to work effectively across different cultures.
- Must have own transport.
- Able to travel as required.

3. BRANDING & COMMUNICATIONS MANAGER (BASED AT HQ)

Responsibilities:-

- Direct and implement long-term branding and advertising strategies.
- Formulate a focused and targeted implementation of PR campaigns.
- Develop media relation and advertising plans. Prepare advertising schedule and ensure that all media-related projects are implemented correctly and in timely manner.
- Ensure brand messaging and consistency across all forms of media: print, electronics media (Internet and broadcast), signage, special events, presentations and/or any forms.

Requirements:-

- Degree in Mass Communications, Public Relations or related discipline.
- 5 years' of working experience in branding communications with strong & proven media relations.
- Possess excellent leadership, interpersonal and communication skills.
- Must have own transport.

4. TUTOR (BASED AT HQ)

Responsibilities:-

- To plan, coordinate & implement 2 programmes a year i.e. Post basic Haemodialysis Nursing and Dialysis Assistant course.
- To give lectures and tutorials.
- To organize Continuous Medical Education programmes.
- Responsible for coordinating & implementing haemodialysis standard operating procedures.
- To plan for physical & educational development.

Requirements:-

- Nursing Degree in education.
- SRN/MA Diploma with Post Basic Renal Nursing Certificate with 5 years experience.
- Must have own transport

5. REGISTERED STAFF NURSES/MEDICAL ASSISTANT

Responsibilities:-

- To provide high standard of nursing care to all renal patients.

Requirements:-

- SRN Certificate/ MA Board.
- 3 years nursing experience.
- Must be prepared to work on shift
- Experience in haemodialysis will be an added advantage.

6. DRIVER (BASED AT HQ)

Requirements:-

- At least Primary 6 qualification.
- Must possess E class driving license with at least 5 years of working experience as a driver.
- Responsible and with good track record.

Interested applicants should apply with details CV and photograph, stating present salary plus benefits, and expected remuneration.

Please email to **agnes_hr@nkf.org.my** to submit your application.

National Kidney Foundation of Malaysia

HR Department

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