



KING FAISAL HOSPITAL RWANDA

EXTERNAL ADVERTISEMENT

King Faisal Hospital, Rwanda, "A center of excellence in health service provision, clinical education and research".

This is an exciting time for King Faisal Hospital, Rwanda as we embrace a new strategic direction.

The hospital has continued to grow due to its positive reputation for authentic compassionate health care and highly skilled medical practitioners, especially in specialized surgical and medical services.

King Faisal Hospital Kigali is looking for suitable candidate to fill the following positions.

POSITION	COMPETENCY REQUIREMENT	KEY RESPONSIBILITIES	No of POST
1.Human Resources Officer	<p>EDUCATION AND EXPERIENCE</p> <ul style="list-style-type: none"> • He/she must have a bachelor's degree (A0) in the Human Resources Management or Business Administration with specialization in Human Resources management. • The experience required is 3 years. <p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills; • Expert knowledge of the legislative and regulatory environment informing human resource management, development and labor relations. • Great work ethic and integrity 	<ul style="list-style-type: none"> • Prepare and report the annual staffing plan to ensure alignment with organizational goals. • Ensure timely recruitment to fill all vacant positions efficiently and effectively. • Screen resumes and applications to identify qualified candidates. • Organize and facilitate written tests and oral interviews as part of the recruitment process. • Prepare comprehensive recruitment reports and maintain accurate and organized records. • Coordinate the credentialing and privileging process for relevant staff. • Ensure timely and smooth onboarding for all new hires. • Oversee proper offboarding procedures for departing employees. • Provide regular updates on staff turnover and recommend effective strategies for employee retention. • Ensure adherence to the Policies and Procedures governing the Human Resources Directorate and the hospital. 	1

KG 544 Street 10, Gasabo District, Kacyiru • P.O BOX 2534 Kigali, Rwanda.

Toll-free: 3939 • +250 788 123 200 (International) • **Email:** info@kfhkigali.com • **Website:** www.kfh.rw

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| <ul style="list-style-type: none"> • Demonstrates ability to work both independently and within a team. • Proven ability to implement internal systems and controls to ensure sound operational management. • Proven skills related to the preparation and implementation of human resource-related plans. | <ul style="list-style-type: none"> • Perform any other duties as assigned by the immediate supervisor <p>https://docs.google.com/forms/d/e/1FAIpQLSc2OiwA4xqSTjFCcMS-uAjR6DEX0q0FMNfY2wo3Ozh2-O10mw/viewform?usp=header</p> |
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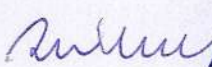
Join us and take on the challenge to provide Patient Cantered Care!

How to Apply?

Submit your application through the links above:

Qualified candidates should send their Cover letter, Curriculum vitae, academic credentials, National ID and proof of working experience (scanned in a single PDF file) addressed to the Chief Executive Officer to the above-mentioned link by **September 5th, 2025**.

KFH, R is proud to be an Equal Opportunity Employer. We offer a competitive compensation and benefits package.



Dr. ZERIHUN ABEBE
 Chief Executive Officer

