

OCCUPATIONAL THERAPY TECHNICIAN POSITION

JOB TITLE: Occupational Therapy Technician (**1 position**)

REF NO: PUEA/OT/12

REPORTING TO: HoD Occupational Therapy

SCHOOL: Health Sciences

DEPARTMENT: Occupational Therapy

JOB PURPOSE: To Provide technical support to OT lecturers and students as instructed.

ACADEMIC /PROFESSIONAL & OTHER REQUIREMENTS

- A minimum Bachelor of Science in Occupational Therapy
- Must be licensed and registered by the Occupational Therapy Council of Kenya (OTCoK)
- Demonstrate Professional Membership to relevant body(ies)
- The Candidate should have experience in working in a learning institution and a commitment to growing the profession through the academic and clinical training of both direct entry and upgrade students
- Previous experience in specific clinical settings such as Mental Health, Pediatrics, Physical disabilities, Special needs Children is required

PERSONAL CHARACTERISTICS & BEHAVIOURS

- Good interpersonal/communication skills
- Good organization skills
- Counseling skills
- Competency in the relevant field

JOB DESCRIPTION

- i. Supervise the operation of skills lab, all products and equipment as well as prepare clinical/lab equipment for demonstrations and lecturers.
- ii. Order necessary supplies and equipment related to student clinical and lab-based learning in liaison with the procurement department.
- iii. Coordinate scheduling of skill lab use by Lecturers each trimester. Schedule should be visible for all users
- iv. Carry out proper disposal of laboratory waste.

- v. Ensure laboratory safety eg. Taps are closed, lights switched off, locking of the laboratories.
- vi. Ensure laboratory regular cleanliness
- vii. Ensure appropriate use of the skills lab by both students and Lecturers ensuring guidelines for use are clear and available to all who use the skills lab
- viii. Engage in research work that may advance your career and enhance the academic standing of the University.
- ix. Advise students on skills lab use for optimal gain.
- x. Promote University teamwork
- xi. Attend all departmental meetings and coordinate all student related activities organized by the department or partners
- xii. Regularly update HoD on matters relevant to skills lab use and needs
- xiii. Any other duty as assigned by Supervisor

REMUNERATION

The qualified candidate (s) shall be paid commensurately with their qualifications.

NOTES

- 1) Applicants should email their application letters, certified copies of certificates, and curriculum vitae (CV) giving details of their qualifications, experience, and three (3) referees, as well as indicating their telephone and e-mail contacts.

- 2) Applications and related documents should be addressed to

The Chair of the Council

Presbyterian University of East Africa

3. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.

4. Applications should be emailed as one file in PDF to: chairpersoncouncil@puea.ac.ke

[And copied to hr@puea.ac.ke](mailto:hr@puea.ac.ke)

**PUEA IS AN EQUAL-OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.
APPLICATION DEADLINE IS DECEMBER 16, 2024**