



**OASIS HEALTH**  
*Together for better*

Oasis Healthcare Management Consultancy Limited is a premier consultancy organisation specializing in hospital and healthcare management. Oasis brings decades of collective experience and expertise to the forefront of healthcare consultancy.

We seek qualified and dedicated candidates to fill the following open positions;

**Job Title: Oncology Unit Coordinator**

**Location: Kakamega**

**Overall Responsibility**

The Oncology Coordinator will be responsible for administering, organizing, and overseeing all non-clinical aspects of the oncology department. This includes coordinating patient care activities, supporting clinical staff, managing departmental budgets and resources, tracking performance indicators, and ensuring smooth, high-quality service delivery.

**Key Responsibilities:**

1. Oversee daily operations of the oncology department including clinics, chemotherapy units, and multidisciplinary team meetings.
2. Coordinate patient appointments, referrals, diagnostics, and follow-up to ensure efficient and timely care.
3. Support clinical teams in maintaining compliance with treatment schedules and protocols.
4. Facilitate communication among oncologists, nurses, pharmacists, palliative care providers, and administrative teams.
5. Supervise departmental staff scheduling, leave planning, and duty allocation in collaboration with HR.
6. Ensure adequate availability and timely procurement of chemotherapy drugs, consumables, and equipment in coordination with pharmacy and supply chain teams.
7. Participate in the preparation of the oncology department's annual budget in collaboration with the finance team.
8. Monitor departmental expenditures against approved budgets to ensure cost control and resource optimization.
9. Analyze cost-effectiveness of services and recommend measures to enhance operational sustainability.

10. Track and report key departmental performance indicators such as patient volumes, treatment turnaround times, adherence to protocols, and patient outcomes.
11. Generate monthly and quarterly performance reports for management review and decision-making.
12. Conduct regular performance reviews and contribute to the development of improvement plans and quality assurance programs.
13. Act as a liaison for patients and families navigating cancer care, ensuring continuous communication and support.

### **Qualifications**

1. Bachelor's Degree in Nursing, Clinical Medicine, Healthcare Management, Finance, Accounting or a related field.
2. Minimum of 3 years' experience in a clinical or hospital administration role, preferably with exposure to oncology services.
3. Additional training in oncology, health systems management, or project coordination is an advantage.
4. Proven experience in budgeting, financial oversight, or departmental performance tracking.

### **Application Instructions**

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to [hr@oasishealthconsulting.com](mailto:hr@oasishealthconsulting.com) on or before **15<sup>th</sup> June 2024**.
2. The email subject line **MUST** include the job title being applied for e.g., "ONCOLOGY COORDINATOR"
3. Canvassing of any nature will lead to automatic disqualification.