



DODOMA CHRISTIAN MEDICAL CENTER TRUST

JOB VACANCIES

The mission of DCMC Trust is to provide accessible and sustainable quality health care through a Tanzanian comprehensive health system which encompasses community-based prevention and primary, secondary and selected specialized and super-specialized care.

Dodoma Christian Medical Centre Trust (DCMC) Hospital located at Ntyuka Dodoma has served thousands of patients as a multispecialty hospital offering quality health care for the people of Central Tanzania and in collaboration with other stake holders and in line with the Government policies.

DCMC Trust is an equal opportunity employer offering stable and professional working environment with competitive remuneration and benefits.

DCMC Hospital invites qualified Tanzanians to fill in the following vacant positions – the Details of Duties and responsibilities will be found in the institution website: www.dcmct.or.tz.

1. ORAL AND MAXILLOFACIAL SURGEON - 1 POSITION

Job Summary:

The incumbent will diagnose patients and treat various conditions affecting the oral and maxillofacial regions. The incumbent will perform emergency and scheduled treatments, maintaining patient records, as well as providing suitable after-care instructions and recommendations.

The incumbent will perform corrective and therapeutic procedures on the mouths and jaws of their patients and often work in conjunction with other dentists, surgeons, and orthodontists.

Duties and Responsibilities

- To perform general oral and maxillofacial surgical procedures including tooth extractions, dental implants, orthognathic surgery, and soft tissue surgeries
- To undertake Surgical care both inpatient and outpatient
- To treat diseases, injuries, and deformities of oral and maxillofacial regions, including the functional and aesthetic aspects of these anatomical regions
- To perform operations related to maxillofacial prosthetics
- To perform pre- and post-surgical procedures
- To treat a range of conditions affecting the hard and soft tissues of the face, mouth, jaws, and neck.
- To analyse medical charts, perform surgeries of the oral and maxillofacial regions, and consult with other healthcare specialists as needed
- To instruct patients on post-surgical care and instructions
- To perform ward round on postoperative patients
- To Perform all surgical and diagnostic procedures, such as oral biopsies, bone grafts, extraction of impacted teeth, and placement of dental implants
- To perform all procedures related to oral pathology, oral medicine, and oral and maxillofacial radiology
- To raise awareness for prevention of oral cancer and perform oral cancer screenings
- To provide care for all patients with complex dental needs, which may include: complex extractions, complex oral surgery, complex implant surgery, complex bone grafting, and reconstructive jaw surgery

- To develop and implement treatment plans for patients
- To assist in training dental hygiene students
- To supervise staff, including dental assistants and receptionists

Qualifications and Experience:

- Holder of Masters of Doctor of Dental Surgery Degree from a recognized institution
- Must be registered by the Tanganyika Medical Council as a dental surgeon
- At least two (2) years working experience as a doctor of dental surgery
- Three (3) years of working experience in a related field in busy and reputable institution preferably religious institution.

2. DOCTOR OF DENTAL SURGERY – 3 POSITIONS

Job summary:

The incumbent will diagnose and treat diseases, injuries, and malformations of teeth and gums. S/he will treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care. S/he will meet with patients, assess their dental health, perform scheduled cleanings, handle complex procedures, such as root canals, extractions, and oral surgery, and work with other staff members, such as dental hygienists and assistants, to provide our clients with quality dental services

Duties and Responsibilities

- Perform all medical treatment duties relating to dental health
- Provide and promote education in dental health
- Perform all orthodontics duties
- Apply creativity and provide strategies for improving dental health services
- Participate in medical audit and quality improvement
- Documenting qualitative and quantitative data
- Planning and evaluate dental health services in the working area
- Perform other duties assigned by Supervisor which relates to your education, experience and skills.

Qualifications and Experience

- Holder of a Doctor of Dental Surgery Degree from a recognized Institution
- Must be registered with Medical Council of Tanganyika as Dental Surgeon with one year internship
- Valid practicing license is required
- At least two years relevant working experience
- Basic knowledge in computer studies

3. MEDICAL DOCTOR – 4 POSITIONS

JOB SUMMARY:

The incumbent will be responsible for the provision of quality and compassionate health care diagnosing illnesses or treating injuries in order to restore patients' optimum health. The incumbent will perform health assessments, run diagnostic tests, prescribe medication, create treatment plans and provide health and wellness advice to patients. S/he will be responsible for ordering diagnostic tests and interpreting the results of these tests to determine what illness a patient has or the extent of a specific injury.

Duties and responsibilities

- Promote the health and safety of their patients by providing proactive treatment and diagnoses.
- Speak with patients to address their health concerns, conducting physical examinations to ensure their patients' health and administering vaccinations for common illnesses or allergies.

- Maintain regularly updated patient medical records that document all evaluations, medications, treatments, allergies, test results and other records
- Evaluate a patient's symptoms and determine the most appropriate course of treatment to address them
- Diagnose patient conditions using examinations and tests.
- Prescribe treatment and medications for illnesses or injuries based on medical examination and tests findings
- Attend inpatient and out patients visiting the Hospital.
- Attend emergency medical duties.
- Carry out investigations of admitted patients
- Ensure that prescribed instructions are carried out.
- Conduct minor/major operations and assist the specialists when the need so demands
- Assist Surgeons and senior physicians at operations
- Carry out service and participating in major ward rounds.
- Supervise medical students and interns in clinical duties.
- Ensure that patients are properly prepared for surgery
- Participate fully in morning clinical sessions and patient presentation
- Participate in research activities
- Ensure adherence to standard operating procedure and DCMCT business process
- Perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

Qualifications, experience and competences:

- Holder of Doctor of Medicine (MD) degree or MBCHB or its equivalent from a recognized Institution.
- Must have completed a one-year Internship at the recognized Health Facility
- Must be registered by the Medical Council of Tanganyika (MCT) as a Medical Doctor
- Must have a Valid practicing license
- At least Four (4) years working experience
- Must have Computer skills

4. PERSONAL SECRETARY TO THE DIRECTOR – 1 POSITION

Job summary:

S/he will be required to be flexible especially organized with personal approach possess a positive in the outstanding problem-solving attitude. The incumbent will primarily be acting as a trusted point of contact for the director's office for all external parties and internal staff and dealing appropriately with correspondences managing directors meeting appointments calls and visitors. Responsible for supporting/coordinating with high-level executives, departments and management.

Duties and responsibilities

1. To manage correspondence to and from the director's office including screening phone calls, emails, enquiries and requests and handling them appropriately
2. To draft correspondences and reply to some enquiries on behalf of the director
3. To manage director's office professionally including planning organizing and preparing papers for the Director
4. To coordinate Director's travel visas, hotel booking and meeting while maintaining awareness of the key deadlines
5. To ensure Director's office is accessible to all and perceived as operating effectively and efficiently including liaising with stakeholders' clients' suppliers and staff on business issues
6. To provide administrative support efficiently including planning appointments, conferences, preparing minutes of meetings, correspondence through emailing & calls, handling visitors, routing callers, answering questions & requests

7. To Maintain electronic and paper records ensuring information is organized and easily accessible
8. To support the director in completing tasks as required which include, preparations of reports, proposals, presentations, budget, and related activities in servicing and developing relationships with stakeholders and partners
9. Ensure board meeting documents and other documents and the director's office are under safe custody
10. Perform any other duties as may be assigned from time to time with view of the code of conduct of code of conduct

Qualifications, experience and competences:

- Holder of Diploma in Business Administration/Human Resources Management/Office Management/Secretarial Studies from recognized institution
- Must have Diploma/Degree in Secretarial Studies from recognized institution
- At least 3 years experience as a Personal Secretary for Directors/Senior Management
- Excellent Diary Management with the ability to pre-empt and look ahead at all times
- Essential experience in Microsoft Office- Outlook/Word/Excel/PowerPoint
- Ability to multitask and experience of dealing with a demanding role and high-level workload
- Ability to prioritise work and manage time effectively and be proactive
- Excellent Organisational skills
- Communication skills – the ability to communicate well at all levels
- Demonstrate a professional manner at all times and possess the ability to remain calm under pressure
- Self-motivated
- Ability to maintain a high level of discretion

5. SENIOR ADMINISTRATION OFFICER – 2 POSITIONS

The incumbent will be responsible for ensuring efficiency and timely performance of administrative functions in the Hospital. The incumbent is responsible for the implementation of general administrative and resource management tasks as delegated by the supervisor. S/he will work with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results. S/he will establish and maintain efficient administrative control mechanisms to ensure compliance with DCMCT administrative, financial and human resources rules and procedures.

Duties and responsibilities

- To coordinate provision of administrative services to the Hospital including meeting preparations, maintenance of assets, insurance services and travel logistics.
- To coordinate in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.
- To coordinate in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.
- To review, verify and recommend on suppliers' invoices in respect of administrative activities.
- To participate in the preparation and review of application systems and procedures for administration.
- To coordinate planning and coordination of staff training and development programs.
- To coordinate preparation and review of human resource policies, procedures and human resource planning.
- To ensure prudent management of the Authority's resources, including keeping records on their utilization.
- To coordinate preparation and maintenance of staff database.

- To provide inputs in preparation of section performance reports
- To undertake any other duties as assigned by the superiors.
- To ensure the provision of resources (human, material and services) necessary to support the day-to-day operations of the Hospital.
- To manage the day-to-day personnel and administrative operations of the of the hospital.
- To ensure that the working environment is healthy and respectful, and free from hazard or security risks.
- To undertake periodic reviews to ensure that the hospital premises are set up and staff accommodation are managed in line with the organizational policies and any related issues are brought to the attention of Chief Administrator
- To Bring issues to the attention of senior management relating to compliance with DCMCT standards of work-life balance, security, health, and resource allocation.
- To provide guidance and support on DCMC internal control framework, financial rules, policies and procedures.

Qualifications, experience and competences:

- Holder of Bachelor's Degree in one of the following fields: Management and Administration with a bias in Manpower Development and Planning, personnel Management/Public administration, Law or equivalent qualifications from recognized institutions.
- Working experience of at least seven (7) years in related field
- Knowledge and Competence in Information and Communications Technology (ICT) application.

6. SENIOR DRIVER - 1 POSITION

Job summary

The Incumbent will be responsible to provide driving services to the Director and other hospital senior officials. S/he will be responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.

Duties and responsibilities

- To provide driving and logistic services allocated by the office for all official trips
- TO maintain and update daily vehicle movement log and schedule and ensuring all trips are pre-authorized by the relevant officer before embarking on the trip
- To carry out routine checks on the vehicles for detection of malfunctioning of vehicle systems
- To Ensuring that the vehicle is well maintained and has all the required certificates and licenses as per the traffic Act
- To develop and maintain a schedule for regular car service appointments and ensure any issue arising is reported
- To ensure that there is documented proper tracking of service intervals
- To organize for vehicle repairs in liaison with the Administration Office
- To ensure security and safety of the vehicle on and off the road
- To ensure effective fuel management of the allocated vehicle
- To oversee safety of the passengers and/or goods therein
- To drive hospital motor vehicles for the official purposes as instructed
- To maintain the motor vehicles by ensuring that fuel, Oil, water, tires and general state of cars are checked before use
- To deliver relevant documents with confirmed signed delivery books/acknowledgement notes timely as assigned
- To provide driving services to DCMC Staff and the other institution officials
- To transport passes from DCMC to other offices as directed from time to time

- To maintain the log book for each and every trip and make sure all their trips are documented as required
- To ensure that all motor vehicles are serviced as planned
- To maintain cleanliness of the vehicles all the time
- To ensure that the motor vehicle is roadworthy by having all the required licenses including insurance before using them
- To carry small repairs if the motor vehicle breaks down

Qualifications, experience and competences:

- Holder of an ordinary secondary school certificate with passes in English and Kiswahili
- Driving certificate (Motor drivers' course) from any registered and recognized Institution
- Holder of Trade Test Grade II (Mechanics) Certificate from a registered and recognized institution
- Holder of Valid Class C driving license with at least five years of Class C Driving licence

7. SENIOR LABORATORY SCIENTIST – 1 POSITION

Job Summary

The Incumbent will be responsible to oversee day to day activities of the Hospital Laboratories including supervision of laboratory personnel, quality assurance, and overseeing the collection, analysing and ultimate use of laboratory data. The incumbent will provide technical support to the DCMC laboratories in all matters related to laboratory systems strengthening, including implementation of the projects and implementation of the laboratory quality systems.

Key Responsibilities/Duties:

- To provide technical assistance to supported laboratories including regular site level systematic supervision and the mentorship to ensure smooth implementation of laboratory services in all supported units
- To implement and maintain accreditation of the laboratory including developing training materials identification of facilitators coordinating sessions including monitoring of attendance troubleshoot gaps and propose solutions in improved strategies
- To plan, prepare and supervise laboratory services relating to national standards and organization's policies.
- To establish, execute, review and evaluate laboratory procedures and policies and procedures for operating functions of laboratory.
- To perform analytic, pre and post analytic functions to attain departmental goals and ensure stable conformance by laboratory staff.
- To analyze and suggest selected purchase equipment and monitor maintenance and service agreement.
- To manage laboratory purchase of inventory, storage and supplies usage.
- To provide medical laboratory diagnostic and therapeutic information, products, and services by establishing specimen preparation procedures; developing and implementing analytical procedures; evaluating laboratory information; consulting with pathologists; reporting results according to protocols mandated by the hospital and public health department.
- To maintain medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair.

- To maintain medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- To maintain medical laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.
- To prepare physicians, nurses, patients, and students by teaching analytical theory, testing methodology, and the role of tested components in human physiology and medical practice.
- Compile with professional continuing education licensure requirements by providing in-service programs; monitoring outcomes.
- To resolve problems by consulting with pathologists, other laboratory employees, physicians, nurses, and other health care professionals; attending committee meetings.

Qualifications, experience and competences:

- Holder of degree in Laboratory Science from a recognized Institution
- Must be registered in Register of Health Laboratory Practitioners as a health Laboratory Scientist
- Must have at least Seven (7) years working experience as a Laboratory supervisor

8. PHARMACEUTICAL TECHNICIANS – 1 POSITION

Job summary:

The incumbent will be responsible for providing patients with medications as prescribed by medical doctors, advising patients the correct administration and dosages of these medications and to record all medication/patient transactions in DCMC patient management software. The incumbent will provide patients with knowledge and expertise on medications and advise them on any query they have. To interact and communicate with our doctors and medical professionals to provide the best possible medical and financial solutions for the patients

Key responsibilities:

- To dispense medications according to the doctor's prescription, within the hospital patient management software and to record all transactions diligently
- To meet and greet patients in a professional and friendly manner, assisting them in understanding their prescriptions and the procedure for payment through reception
- To assist in control of all pharmaceutical stock and equipment, inventory control, receive deliveries and place purchases, keep the pharmacy clean and tidy, as and when requested
- To deal with pharmaceutical production
- To Maintain pharmacy's safety by adhering to infection-control procedures, policies and regulations
- To dispense and assist the pharmacist in drug store procedures
- To keep routine records of drugs and hospital materials
- To ensure that drugs are arranged in an orderly manner
- To calculate costs of each prescription and record the sale registers.
- To file all prescription orders for dispensing
- To coordinate with doctors and nursing staff on the medications and treatments available and that everyone has knowledge of what is currently available, or not available.
- To provide an accurate, timely, and qualitative dispensing service of drugs according to medical prescriptions and medical protocols, standards, and procedures in order to improve the patient's health conditions
- To receive prescriptions, check their validity and accurately Process them electronically
- Correctly dispensing the patients with the appropriate medicine and measuring dosages.
- To order medicines and medical consumable from the main warehouse according to schedule set and in case of emergency.
- To Ensure proper arrangement of medicines and consumables in the dispensing area following FEFO system.

- To update and share items which are available at the pharmacy to the clinical team and advice on alternatives when items are out of stock.
- Maintaining prescription records and inventories of medications and pharmaceutical products
- Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff
- Inspecting drugs and treatment instruments
- Providing information on reaction resulting from the use of medicine
- Preparing report on the use of drugs and treatment instruments in the Institute
- Sorting out and listing drugs expiring within three months for the attention of Superior.
- To perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

Key qualifications, experience and competencies:

- Holder of a Diploma in Pharmacy from a recognized Institution
- Must be registered with Pharmacy Council of Tanzania as Pharmaceutical Technician
- Valid practicing license is required
- Basic knowledge in computer studies
- Additional qualifications in Inventory Management is an added advantage
- At least two years of experience in Hospital setting

9. MEDICAL/HEALTH RECORD TECHNICIAN II – 3 POSITIONS

Job summary

The incumbent will be responsible to issue and fill back patients' files (in Both Manual and Digital records) and assist in customer queries, while coordinating with other staff in and outside of the registration department, e.g., nurses, doctors, and accounts staff. S/he will collect and fill patients' cards and files and assist in daily, weekly and monthly statistics reports, while preparing file indexes and maintaining registration records and documents. S/he will also retrieve files for specialized clinics, prepare general follow-up patients' files and retrieve and prepare pre-surgical files, and ensure that and all required surgical forms are placed in files as per the checklist.

Key responsibilities:

- To receive and register patients and direct them on where to go for attention.
- To give appointments to patients.
- To issue files and identification cards to patients
- To receive files for patients and collecting files from the ward
- To update information on admissions, discharges and deaths.
- To create and maintain index in alphabetical order and tracing missing files.
- To facilitate availability of records and statistical data for carrying out research.
- To collect and prepare daily and monthly statistical returns.
- To maintain procedures for tracing misfiled and lost case-notes and other documents.
- To collect, tabulate, analyse and interpret disease and patient statistics and to circulate them to relevant end users of the hospital;
- To facilitate availability of records and statistical data for carrying out research;
- To transcribe, compile and process patient medical records, admission and discharge documents, and other medical reports into record-keeping systems to provide data for patient monitoring and referral, epidemiological monitoring, research, billing, cost control and care improvement
- To review records for completeness, accuracy and compliance with regulations
- To protect the security of medical records to ensure that confidentiality is maintained and releasing information to authorized persons and agencies in accordance with regulations

- To collect, tabulate, analyse and interpret disease and patient statistics and to circulate them to relevant end users of the hospital
- To supervise quarterly and yearly squeezing of files into shelves; and
- To perform any other related duty as assigned by the Supervisor.

Key qualifications, experience and competencies:

- Holder of a certificate in Health Medical Records technology from any recognized Institution
- Basic knowledge in computer studies
- Excellent customer care skills
- Computer Literate
- Good interpersonal skills
- Strong communication skills
- Self-confidence; a team player
- Excellence in patient service

Experience

- Minimum 2 years of experience in a similar role is required

10. REGISTRY CLERK – 1 POSITION

Job summary

The incumbent will manage and administer the overall registry functions, develop and maintain proper archive system and ensure the safety and security of files and documents. S/he will screen all incoming and outgoing mail and presents those letters to the concerned

Key responsibilities:

- To receive, sort register, and distribute correspondence, files, incoming mails, pouches, reports, publications, and attach necessary background information and maintain follow-up system for the Section.
- To maintain confidentiality of incoming and outgoing correspondences, assist in registering and dispatching outgoing correspondences as appropriate
- To maintain, update and classify documents related to policy, guidelines, agreements, as well as confidential and general management files; ensure the systematic placement of data and files
- To maintain complete, proper filing system, office records, references materials, general and project files, maintain and updates relevant manuals
- To file and update the list of files, maintenance of archives, ensure the completeness of files and easy of retrieval of files/reports/documents/publications
- To ensure maintenance of registry system focusing on achievement of the following results:
 - Set up and maintenance of the office filing system in accordance with the DCMC Filing System
 - Opening of new subject files as required and disposal of old files in accordance with the established retention schedule.
 - Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents
 - Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files
 - Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files.
 - Preparation of correspondence and reports related to registry activities
 - Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff

- To provide effective mail management focusing on achievement of the following results:
 - Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper department/unit/officer.
 - Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for

Key qualifications, experience and competencies:

- Holder of a Diploma in records management from any recognized Institution
- Basic knowledge in computer studies
- Excellent customer care skills
- Computer Literate
- At least two years working experience

11. NURSE OFFICER II – 4 POSITIONS

Job summary

The incumbent would be responsible for providing a comprehensive nursing package that includes preventive, curative and public health education services. Ensure quality of care, medical protocols and universal hygiene standards.

Key responsibilities:

- To provide nursing services including observation, diagnosis and treatment in consultation with the Clinical Officer
- To ensure patients are properly received and are comfortable and in a healthy and secure environment to enhance quick recovery
- To assist with ward rounds to complete paperwork required for admission and discharging of patients
- To dispense medication according to prescription, ensuring correct labelling and directions; to ensure patient understands how to take medicine by providing clear instructions
- To participate in PHC activities including health education, MCH activities and nutrition programs
- To carry out family planning, PMTCT and HCT services both at the health facility and within the community
- To ensure biomedical equipment is in good working order by using in accordance with user manual and protocols, perform cleaning and minor maintenance and alert supervisor in case of malfunctioning
- To ensure hygiene and sterilization criteria, including universal precautions, are met
- To ensure data collected is accurate and submit reports according to schedule
- To ensure that medical practices are conducted with the highest level of integrity and ethics according to professional and nursing Code of Conduct
- To perform nursing tasks to serve patient in the Hospital
- To collect important Health statistics
- To direct and supervise the nurses assigned under him/her
- To provide preventive and reproductive services
- To prepare work plans for nursing services
- To perform other related work as assigned in relation to his education, experience and skills

Qualifications, experience and competences:

- Holder of Bachelor Degree in Nursing from a recognised Institution
- Full Registration by the Nursing and Midwives Council.
- One year of Internship at a recognized hospital

- Must have a Valid practicing license
- Must have Computer skills
- Minimum 2 years of experience in a similar role is required.

12. SENIOR ASSISTANT NURSING OFFICER - 3 POSITIONS

Job summary:

The incumbent will be responsible to supervise the junior Assistant Nursing officers in the provision of quality and compassionate health care in order to restore patients' optimum health. The incumbent will perform supervisory nursing care of patients, administering drugs and other treatments as prescribed by medical doctors'

Duties and responsibilities

- To supervise overall unit nursing functions and activities as assigned
- To perform nursing administrative duties
- To translate and operationalize health policies in nursing activities at the assigned unit
- To monitor drug usage and medical supplies in the wards
- To supervise drugs administration to patients
- To evaluate nursing care given to patients

Qualifications, experience and competences:

- Holder of Diploma in Nursing from a recognised Institution
- Full Registration by the Nursing and Midwives Council.
- Must have a Valid practicing license
- Must have Computer skills
- Minimum Seven (7) years of experience in a similar role is required.

13. ASSISTANT NURSING OFFICER II – 3 POSITIONS

Job summary:

The incumbent will be responsible for the provision of quality and compassionate health care in order to restore patients' optimum health. The incumbent will perform general nursing care of patients, administering drugs and other treatments as prescribed by medical doctors'

Duties and responsibilities

- To assess patients' conditions and identify their needs;
- To ensure treatments are carried out as prescribed and observe any side effects;
- To follow hospital policy in respect of custody and administration of all drugs
- To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital
- To ensure the safe care and custody of patient's property in accordance with the hospital policy
- To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles
- To maintain a professional friendly atmosphere and create a dignified environment;
- Ensure adherence to standard operating procedure and DCMCT business process
- To assist Medical Doctors and senior nurses in their day-to-day activities
- To follow professional instructions from doctors in relations to patient care at the Hospital
- To assist in maintaining the medicines and the medical instruments of the hospital
- To assist in preparation of the emergency kit and ensure that it is sufficiently equipped all the time ready for use
- To initiate requisition for medicines and other medical supplies.
- To ensure that accurate nursing records are maintained in accordance with agreed policy.

- To deliver quality nursing services to patients and assist subordinate staff to deliver the same using appropriate nursing process.
- To provide health education and counselling to patients and staff.
- To assess patient's condition, plan, implement, document and evaluate individualized care.
- To collect and analyse health statistics and provide appropriate recommendations.
- To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital
- To keep and maintain up-to date inventory and report any loss or damage at the work place promptly.
- To demonstrate an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients;
- Perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

Qualifications, experience and competences:

- Holder of Diploma in Nursing from a recognised Institution
- Full Registration by the Nursing and Midwives Council.
- Must have a Valid practicing license
- Must have Computer skills
- Minimum 2 years of experience in a similar role is required.

14. RADIOGRAPHER II – 1 POSITION

Job summary:

The incumbent will be responsible for operating CT scanners, Ultra sound machine, X-rays, and fluoroscope to obtain radiographic images of patients. The incumbent will ensure compliance with established safety regulations and procedures when operating radiation equipment in order to prevent ill-exposure to ionizing radiation. The incumbent will explain to patients the details of a radiographic procedure as well as provide answers to their inquiries

Key responsibilities:

- Operate complex medical instruments such as MRIs, CT scanners, X-ray, ultrasound, and several other imaging devices.
- evaluate patient condition prior to radiotherapy to determine the suitable radiographic technique for treatment.
- interact with patients to offer them psychological support and reassurance.
- explain to patients the details of a radiographic procedure as well as provide answers to their inquiries.
- set accurate radiation levels in accordance with established standards, and also obtain patient consent prior to diagnostic imaging to fulfill legal requirements.
- ensure compliance with established safety regulations and procedures when operating radiation equipment in order to prevent ill-exposure to ionizing radiation.
- Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
- Explain procedures and observe patients to ensure safety and comfort during scan.
- Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
- Monitor patients' conditions and reactions, reporting abnormal signs to physician.
- Set up examination rooms, ensuring that all necessary equipment is ready.
- Prepare and administer oral or injected contrast media to patients.
- Record, process and maintain patient data and treatment records, and prepare reports.

- Demonstrate new equipment, procedures, and techniques to staff, and provide technical assistance.
- Provide assistance with such tasks as dressing and changing to seriously ill, injured, or disabled patients.
- Move ultrasound scanner over patient's body and watch pattern produced on video screen.
- Measure thickness of section to be radiographed, using instruments similar to measuring tapes
- Operate fluoroscope to aid physician to view and guide wire or catheter through blood vessels to area of interest.
- Collaborate with other medical team members, such as physicians and nurses, to conduct angiography or special vascular procedures.
- develop films and process digital images to obtain high quality radiographs which are presented to physicians for interpretation.
- Record and store of patients' examination results, ensuring compliance with set standard
- inspect diagnostic equipment to identify faults and see that they are fixed.
- They also monitor patients during and after radiation to ensure proper response to treatment.
- Evaluate patients' medical condition and history to determine most suitable radiographic technique for diagnosis
- Interact with patients to offer them psychological support and address their concerns regarding an imaging procedure
- Adjust diagnostic equipment to deliver accurate amount of radiation to patients
- Maintain proper records of patient details ensuring confidentiality of sensitive information
- Follow up on patients after treatment to track the progress of recovery and ensure patients show no signs of radiation side effect
- Explain to patients and their family the details of a procedure and ways to manage possible side effects
- Regularly inspect diagnostic equipment to ensure they are functional and operate efficiently
- Assist oncologists and physicians during complex radiological examinations
- Ensure compliance with health and safety guidelines to minimize risk of exposure to ionizing radiation
- Correctly position patients prior to X-ray imaging in order to obtain high quality films
- Use portable devices to conduct diagnostic scans on patients who can't move to the radiology unit

Perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

Qualifications, experience and competences:

- Holder of Diploma in Radiography from a recognised Institution
- Must be enrolled in the Register of Medical Radiology and imaging Professionals as a radiographer.
- Must have a Valid practicing license
- Must have Computer skills
- Minimum 2 years of experience in a similar role is required.

15. STORES OFFICER – 1 POSITION

Job summary:

The incumbent is responsible for overseeing the ordering, storing, receiving and distributing processes of materials and supplies. S/he is responsible for controlling the flow of Materials, supplies and equipment, tracking and analysing inventory maintenance and developing protocols for loss mitigation. S/he will ensure that all inventory items are properly identified and readily accessible in accordance with the inventory cycle. The Incumbent will ensure efficient

management of the movement and storage of goods and materials, including when to order and store goods to meet operational requirements

Duties and responsibilities

- To oversee the daily operations of DCMC stores, making sure they run smoothly and effectively.
- To ensure that the Institution has the right amount of stock to meet hospital needs and also to avoid overstocking items; which ties up cash and creates storage issues.
- To analyze and coordinate the institution's supply chain and manage the entire life cycle of a goods and materials (i.e., acquisition, distribution, allocation, and delivery).
 - Work on the allocation of materials, supplies, and goods.
 - Design strategies to minimize the cost or time required to move goods.
 - Ensure Effective counting process and recording of institution inventory.
- To accurately record the quality, quantity, type, of the inventory to enable the institution to have clear understanding of what is and is not available
- To be responsible in Management and updating the institution's Inventory Register
- To design and implement an inventory tracking system for optimized inventory control procedures
- To execute daily inventory analysis; identify and resolve discrepancies and problems.
- To oversee stock item master, identifying incorrect descriptions and stock numbers.
- To locate items that may have incorrect locations or stock numbers to assist order processors.
- To prepare and submit comprehensive inventory control reports to the head of Department
- To examine the levels of goods, materials and supplies in the stores to determine shortages and properly order new supplies to avoid excessive surplus or inefficiencies
- To communicate with purchasing office as required regarding new items, changes of location, counts, etc.
- To create detailed reports for adjustments, inventory operations and stock levels
- To analyze various suppliers to ensure the company is receiving the best cost-effective Ensure that inventories are constantly up to standards
- To minimize the cost of holding stocks in the store while ensuring that there are enough materials to continue and to meet customer demand.
- To inspect and receive goods in order to have a balanced flow of stores, and managing stock recording, stock control and stocktaking.
- To ensure that whatever materials or goods which are received meet order specifications
- To create purchase plan; to ensure the availability of stocks when needed and that the available stocks match customer needs
- To document stocks delivery, issuance and supervise their movement into operational use in the Hospital
- To ensure proper management of aging and excess stocks and advise on proper disposal of the same to avoid loss or any associated risks in that respect
- Provide a recommendation for disposal of stored materials or goods that have reached end of its useful life
- To respond to complaints and queries concerning inventories and products
- To act as the Secretary to all Administration department Meetings

Qualifications, experience and competences:

- A bachelor's degree in logistics, business, management, or similar discipline.
- Comprehensive knowledge and use of Electronic Hospital Management system
- Minimum 2 years of experience working at the hospital setting.

Skills and key accountabilities:

- Excellent communication skills
- Critical thinking skills: To come up with revolutionary ideas for the institution's growth and improvement of stores management
- Organization skills: Ability to organize schedules and inventories
- Problem solving skills
- Basic computer skills
- Excellent analytical skills to juggle several contending issues and come up with the best decisions
- Excellent logistical skills to be able to track movement of supplies from the supplier Ability to work under pressure and still maintain ideal disposition towards work

GENERAL CONDITIONS FOR ALL POSTS

- Applicants must attach an up-to-date current **Curriculum Vitae (CV)** having reliable contact postal address, email address, and reachable telephone numbers.
- Applicants should apply on the strengths of the information given in this advertisement.
- The title of the position applied for should be written in the subject of the application letter/e-mail and marked on the envelope
- Applicants must attach their detailed relevant certified copies of Academic certificates/transcripts as follows:
 - Postgraduate Degree First Degree/Advanced Diploma, Diploma/Certificates.
 - Form IV and Form VI National Examination Certificates.
 - Computer Certificates where applicable.
 - Professional Certificates/Licenses from respective boards where applicable.
 - One recent passport size picture and copy of birth certificate.
- Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.
- Applicants should indicate three reputable **work-related referees** with their reliable contacts.

Only shortlisted candidates will be informed the date of the interview

APPLICATION INSTRUCTIONS:

Application letters should be POSTED or HAND DELIVERED to the Following address on or before 04.00 p.m. on **30 May 2023** (i.e., Deadline for receiving applications)

DIRECTOR
DCMC Hospital
P O Box 658
Dodoma

Those using e-mail should submit their applications to jobs@dcmt.or.tz