

NKOZI HOSPITAL.

JOB ADVERT.

Nkozi Hospital is a private not for Profit (PNFP) Hospital owned by Kampala Archdiocese. It was founded by the White Sisters of Our Lady of Africa from the Netherlands in 1942. The management was transferred to the local congregation of the Sisters of Immaculate Heart of Mary Reparatrix- Ggogonya, Kisubi, who currently run it under the guidance of the Board of Governors. The Hospital serves as the referral health facility for Mawokota South Health Sub-District. It is accredited by Uganda Catholic Medical Bureau (UCMB).

The hospital is looking for suitable candidates to cover the following posts;

1.

Job Title: Medical Officer
Reports to: Medical Director
Number of positions: 2
Location: Nkozi Hospital

KEY RESPONSIBILITIES.

- To participate in diagnosis, treatment and proper management of patients.
- To liaise with other cadres in the Hospital in delivery of Quality Health Care to patients.
- To participate in planning and budgeting for the Hospital.
- To requisition drugs and other supplies for use of primary Health Care to patients.
- To participate in assessing health staff performance in the hospital and completion of their annual confidential reports.
- To participate in ensuring that staff adhere to Professional Code of Conduct.
- To compile periodic reports and submit to the Medical Director.
- To participate in health data collection and research activities.
- To provide obstetric and Gynaecologic care.
- To perform general and emergency surgery.
- To attend Continuous Medical Educations for Doctor, Clinicians and entire staff.
- To teach health workers and medical students who come for attachment.
- To give health education at work and to the community.
- To efficiently provide medical care for patients.

Qualifications

Bachelor's degree in Medicine and Surgery from a recognized institution and he/ she must be licensed by Uganda Medical and Dental Practitioners Council.

2.

Job Title: Cashier
Reports to: Hospital Accountant
Number of Positions: 1
Location: Nkozi Hospital

KEY DUTIES AND RESPONSIBILITIES.

1. Receiving patients at the counter.
2. Proper billing of patients' cards and chats.
3. Receipts all cash received from patients/ relatives
4. Ensures proper balance of cash receipts with cash at hand on daily basis(as per shift)
5. Responsible for cash collected from patients and ensures that it is safe until it is delivered to the accounts section.
6. Keeps proper records of Debtors in liaison with the In-Charge.
7. Following duty roster, s/he is responsible for collecting cash from patients on wards every morning.
8. Collaborates with the In-Charge of the department and other co- workers.
9. Carries out any duty assigned by the Accountant/ Management

Qualifications and skills.

- The applicant must hold a Diploma in Business Administration, Accounting and Finance or any other related course.
- Ability to work in a team and to work independently as needed.
- Excellent communication skills
- Ability to make change
- Attention to details.
- Excellent customer care.
- Skilled in the use of Microsoft Office Excel.

How to apply:

All suitably qualified and interested candidates should send their application letters, CV, copies of academic certificates/transcripts and recent recommendation letters from three professional references addressed to the Human Resource Office, Nkozi Hospital. P.O Box 4349, Kampala or via email on nkozi@ucmb.co.ug or vnakitto@nkozihospital.org

THE CLOSING DATE FOR SUBMITTING APPLICATIONS IS TUESDAY 25TH JANUARY 2022.