



## DODOMA CHRISTIAN MEDICAL CENTRE TRUST

# JOB OPPORTUNITIES

The Dodoma Christian Medical Centre Trust (DCMC Trust) Hospital is a registered Private Hospital according to Hospital Regulations CAP 151 R.E 2002.

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) 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 invites qualified Tanzanians to fill in the following vacant positions:

### ACCOUNTANT

<b>Job Reference Number</b>	:	<b>DCMC – HQ – 0100</b>
<b>Duty Station</b>	:	<b>Ntyuka, Dodoma</b>
<b>Reports to</b>	:	<b>Chief Finance Officer</b>

**JOB SUMMARY:** Reporting to the Chief Finance Officer, the Accountant is responsible for accounts payable, accounts receivable, fixed asset and general accounting, bridging the gap between procurement, warehouse, sales, and financial departments.

### Education and Qualifications

- Minimum of a bachelor's degree in Accounting or Finance from a recognized institution and holder of CPA.
- Minimum of 2 years' experience - Proven work (2) years' experience as a financial accountant in related field is a plus
- Strong commercial and business acumen
- Process and deadline driven mindset with a keen eye for detail and accuracy.
- Critical thinking and problem-solving skills.
- Excellent written and verbal communication skills
- Excellent organisational, analytical, and time-management skills.
- Computer Literate – Strong Excel skills and the ability to use MS Office suite.
- Ability to perform data and statistical analysis to spot trends and anomalies
- Good team skills and ability to self-manage

### CASHIER

<b>Job Reference Number</b>	:	<b>DCMC – HQ – 0200</b>
<b>Duty Station</b>	:	<b>Ntyuka, Dodoma</b>
<b>Reports to</b>	:	<b>Accountant</b>

**JOB SUMMARY:** Reporting to the Accountant, the Cashier's primary function is to make people feel welcome to the Hospital. S/he must be efficient and be able to deal professionally and courteously with enquiries either in face-to-face situations or by phone. S/he will be responsible for all cash and cheque payments made to the Hospital and help patients/relatives with any special requests. The Cashier will also be responsible for preparing the daily collection reports and submit it to appropriate Authorities

### Education and Qualifications

- Minimum of a Diploma in Accounting or Finance NABE III/A TEC II/NABOCE from a recognized institution.
- Minimum of 1 years' experience - Proven work (1) years' experience as a Cashier in related field is a plus
- Good team skills and ability to self-manage

### MEDICAL/HEALTH ATTENDANTS

<b>Job Reference Number</b>	:	<b>DCMC – HQ – 0200</b>
<b>Duty Station</b>	:	<b>Ntyuka, Dodoma</b>
<b>Reports to</b>	:	<b>Accountant</b>

**JOB SUMMARY:** As an attendant, S/he will be part of unique and dynamic support staff. S/he will be responsible for general cleanliness of the Hospital wards, compounds and surroundings and assisting patients with their everyday needs. The vast majority of the patients are recovering from severe illnesses and injuries, and s/he will be responsible for helping them with their personal hygiene. In addition to this, S/he will also be responsible for providing comfort and transportation to these same patients.

### Education and Qualifications

- One-year certificate in any health attendant course (Nursing attendant/laboratory attendant/Red Cross etc.) from a recognized and accredited college with passes in English and Kiswahili subjects.
- Holder of an Ordinary/Advanced Secondary School
- At least one year Experience working in a hospital or clinical environment
- All applicants must be Citizens of Tanzania
- Excellent interpersonal skills and the willingness to keep bedside manner in mind when interacting with patients
- Ability to multitask and manage time effectively
- Understanding of basic infection control practices
- Able to promote a healthy, safe environment
- Ability to administer medications and perform pain management
- Willing to work closely with other team members

### GENERAL CONDITIONS FOR ALL POSTS:

- Job descriptions for each position would be accessed through the Hospital website: [www.dcmct.or.tz/careers](http://www.dcmct.or.tz/careers)
- Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone numbers.
- The job reference number should be clearly indicated on top of the envelope or e-mail Subject/headline.
- 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.

### APPLICATION INSTRUCTIONS:

Application letters should be posted, hand delivered or e-mailed to the following address on or before 4.00 p.m. on 23rd April 2021 (i.e., Deadline for receiving applications)

Postal Address	E-mail Address
<b>DIRECTOR DCMC HOSPITAL Imagi Hill, Ntyuka P O BOX 658 DODOMA</b>	<b>jobs@dcmct.or.tz</b>

**DUE TO THE LARGE NUMBER OF APPLICATIONS, WE MAY RECEIVE, KINDLY NOTE THAT ONLY THE SHORTLISTED CANDIDATES WILL BE CONTACTED.**