

**NGORA FREDA**  
**(Church of Uganda)**

Telephone: 0392080654

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**CARR**  
**HOSPITAL**

P. O. Box 5

NGORA. Uganda

Date: 22<sup>ND</sup> MAY, 2022

## ADVERT FOR JOB VACANCIES

### BACKGROUND

Ngora Freda Carr (COU) Hospital founded in 1922 belongs to Church of Uganda, Kumi Diocese.

The Vision is: A Christ centered institution providing holistic quality health care services and the Mission is to promote health, prevent and eliminate suffering due to disease and train competent professionals Christ being our help. The governance of the Hospital is by the Board of Governors (BOG),

The Hospital operates as a private, Not- for-Profit Health Institution, it provides a variety of services, both on outpatient and inpatient basis. The hospital owns a Nurses training school which runs both certificate and diploma Nurses & Midwives training courses.

The Hospital hereby invites applications from qualified, competent, and motivated personnel for the positions listed below. The detailed Job descriptions can be viewed from the Hospital's website: [www.ngorahospital.org](http://www.ngorahospital.org).

### Advertised positions

1. Deputy Principal 01
2. Academic Registrar 01
3. Medical Officer Special Grade (General Surgery) 01
4. A Public Health Dental Officer 01
5. Library Assistant 01
6. Administrative Assistant 01
7. Community Health Officer 01
8. Clinical Instructor Midwifery 01
9. Clinical Instructor Nursing 01
10. Medical Officer 01
11. Stores Assistant 01
12. Plumber 01
13. Enrolled Nurse 01
14. Full time Tutor Midwifery 01
15. Full time Tutor Nursing 01

Applications should be sent to the address below and submitted not later than 5pm of 1<sup>st</sup> June, 2023;

### THE SECRETARY BOARD OF GOVERNORS

NGORA FREDA CARR (COU) HOSPITAL

P. O BOX 5,

**NGORA.**

Email: [ngorahospital@yahoo.com](mailto:ngorahospital@yahoo.com)

### Submission of Applications

Only qualified Applicants who meet the requirements should **hand deliver** their applications together with the most Recent Curriculum Vitae, Copies of Certified Academic documents, Recommendation from a religious leader and two referees. Note: Only shortlisted applicants will be contacted.

## 1. DEPUTY PRINCIPAL

Job title : Deputy Principal  
Location : Ngora Hospital School of Nursing & Midwifery  
Reports to : Principal

**Purpose of the job** :- Conduct teaching according to principles of teaching notable a scheme of work and lesson plans. Maintain records of lectures given, list of students attending and ensuring regular assessment of student and feedback given. Ensuring high standards of discipline is maintained among students.

### **Qualifications and Experience:**

- Bachelor of Science in Nursing /Midwifery with a Post Graduate Diploma in Medical Education.
- A Master's Degree in the relevant field of health training,
- Diploma in Health Tutorship from a recognized training Institution.
- Valid practicing license.
- A minimum of two (2) years Working Experience, one (1) of which should have been at Deputy Principal's level.
- Registered with the relevant health professional body and Ministry of Education and Sports.

### **Duties and Responsibilities:**

- Deputizes the Principal in his / her absence.
- Assists in the coordination and preparation of departmental schemes of work and teaching plan and aggregates them into the institutions plan.
- Regularly counsels' students and staff with personal problems and ensures their Welfare.
- Enforces discipline by chairing the disciplinary committee.
- Oversees and coordinates general environment maintenance and renovation at the institution.
- Coordinates periodic reviews of the institutions curriculum to ensure responsiveness to the market needs and demands.
- Prepares the academic plans, programs and schedules (timetable) for theory and practical teaching in the institution.
- Performs any other duties assigned by the relevant authority.

## 2. ACADEMIC REGISTRAR

Job title : Academic Registrar  
Location : Ngora Hospital School of Nursing & Midwifery  
Reports to : Principal

**Purpose of the job** : Effectively manage and maintain the integrity of all student academic records, curriculum implementation, create and maintain course schedules, and manage student registration.

### **Qualifications, Skills and Experience**

- Bachelor of Science in Nursing /Midwifery with a Post Graduate Diploma in Medical Education
- Must be registered with Uganda Nurses and Midwives' Council and Ministry of Education & Sports
- Valid practicing license.
- Master's degree in any health-related field is an added advantage
- Minimum of two years of relevant working experience in education, administration, including student enrollment management, records management, registration, and student information systems, or comparable background in data management and analysis, together with a clear understanding of, and experience in, the strategic roles of data analysis and information technology.
- Strategic planning, strong management skills, and the personality and ability necessary both to coordinate and lead the work of multiple staff and to work across departments to achieve institutional goals.
- The ability to work under pressure.

## Duties and Responsibilities

- Prepare, maintain an update accurate record of student's enrolment institutional alumna academic/examination results as well as staff development and ceremonies
- Keeping a permanent record of grades and marks, ensuring records are updated with new grades, maintaining class attendance records and tracking financial obligation to the school.
- Co-ordinate research programme;
- Co-ordinate, oversee and ensure proper conduct and management of internal and external examinations;
- Liaise with other institutions on matters related to examinations;
- Responsible for academic awards and certification;
- Training staff at the registrar's office to use software related to records administration
- Scheduling classes, maintaining class lists and enforcing rules for entering or leaving classes
- Take minutes and provide technical guidance to the Academic Committee/Boards;
- Participate in students' selections, receive, short list and organize; selection interviews of the students;
- Teaches student
- Supervises the provision of library services to the students and staff of the Institution.
- Performs any other duties assigned by the relevant authority.

### 3. MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY)

|                           |   |  |
|---------------------------|---|--|
| Job title                 | : | Medical Officer Special Grade (General Surgery)                                      |
| Location                  | : | Ngora Freda Carr (COU) Hospital  |
| Reports to                | : | Medical Director.  |
| Responsible for           | : | Medical Officers   |
| <b>Purpose of the job</b> | : | To manage the delivery of effective and efficient surgical services in the hospital. |

### Key Outputs

- Plans and budgets for Surgical Health programs prepared and implemented.
- Patients diagnosed and treated
- Patients referred.
- Staff and students trained and mentored.
- Allocated resources accounted for.
- Research in Surgery carried out.
- Code of Conduct and Ethics enforced.
- Supervise, coach, mentor and appraise staff.
- Financial Medical and other resources accounted for.
- Monitoring and evaluation of surgical programs done.
- Reports compiled and submitted.

### Duties & Responsibilities

- Examine patients and make diagnoses to determine the need for surgery.
- Review patient medical history and plan the best procedure for treatment.
- Evaluate and advise patients on the risk involved with having surgery.
- Perform surgical procedures to prevent or correct injury, disease, deformities and patient function while adhering to regulatory and ethical protocols.
- Follow established surgical techniques during surgery.
- Prescribe preoperative and postoperative treatment and procedures.
- Conduct daily ward rounds on inpatient clients in the surgery department
- Establish and run a surgical outpatient's clinic twice weekly
- Ensure sterility in the operating room and all equipment and instruments.
- Direct and coordinate activities of the surgical team for proper patient care.
- Oversee all treatment prior to and post-surgery, and identify associated risks.

- Maintain the highest regard for patient dignity and observe the precepts of the Hospital Associations Bill of Rights for patients.
- Plan and execute disease/illness prevention and health promotion programs.
- Coordinate follow up clinics with patients and monitor health condition after surgery or treatment.
- Conduct operational research on common or important surgical conditions.
- Supervise and pass on skills to the junior staff in the surgical department.
- Teach, train and impart, knowledge and skills to medical interns under your supervision
- Lead the surgical team in identifying and carrying out relevant quality improvement project.
- Carry out performance appraisals of staff in the Surgical Department.
- Participate in departmental and hospital budgeting.
- Submit departmental monthly reports of the Department of Surgery.
- Participate in writing the annual hospital reports
- Ensure weekly and monthly departmental Meetings happen and submit minutes of meetings to the office of Medical Director.
- Make a summary of surgeries conducted weekly and submit it to the HRO.
- Be available and accessible as second on call for all surgical emergencies including weekends.
- Advise the Hospital Management Team on all issues concerning surgery in the hospital, including surgical equipment.
- Project the right image of Ngora Freda Carr Hospital by practicing according to the Hospital's Core Values and Medical Ethics.
- Perform any other such duties as assigned by the Hospital Management.

### **Person Specifications**

#### ***Academic and professional requirements***

- Must have Degree of Bachelor of Medicine and bachelor of surgery
- Must have a Master of Medicine Degree in Surgery.
- Must be registered with the Uganda Medical and Dental Practitioners Council.
- Must have a valid practicing License.

### **Competences**

#### **Technical**

- Planning, organizing and coordinating
- Financial Management
- Human Resource Management
- Change Management
- Delegating
- Coaching and mentoring

#### **Behavioral**

- Effective communication
- Knowledge management
- Ethics and Integrity
- Leadership
- Assertiveness
- Self-control
- Team work
- Time management

## **4. A PUBLIC HEALTH DENTAL OFFICER**

|                           |   |  |
|---------------------------|---|--|
| Job title                 | : | Public Health Dental Officer.  |
| Location                  | : | Ngora Freda Carr (COU) Hospital  |
| Responsible to            | : | Medical Officer In-charge Surgery  |
| Liason with               | : | Medical Officers, Clinicians, Nurses and Midwives                        |
| <b>Purpose of the job</b> | : | To deliver effective and efficient Oral/Dental services in the Hospital. |

### **Key Outputs**

- Diagnosis, treatment and proper management of patients carried out.
- Patients undergoing treatment reviewed and evaluated.
- Complicated cases referred.
- Outreach Dental Services carried out.
- Accountability for financial and other resources provided.
- Reports compiled and submitted.

### **Key Functions**

- Participating in planning and budgeting for oral dental activities.
- Diagnosing, treating and proper management of patients.
- Referring complicated cases to Senior Public Health Dental Officer.
- Following safety measures against hazards.
- Ensuring that equipment is functional and well maintained.
- Requisitioning for necessary supplies for oral health activities.
- Carrying out oral/dental education to patients and Community.
- Participating in research activities.
- Imparting knowledge and skills to students and staff.
- Adhering to the Code of Conduct and Ethics
- Managing and accounting for allocated resources.
- Compiling and submitting reports.

### **Person specification**

#### **(a) Academic and professional requirements**

- Must have a Diploma in Public Health Dentistry from a recognized Institution.
- Must be registered with the Allied Health Professional Council.
- Must have a valid Practicing License.

#### **(b) Competences**

##### **Technical**

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

##### **Behavioral**

- Effective communication
- Accountability
- Ethics & Integrity
- Concern for quality standards
- Public Relations and Customer care
- Team work
- Results orientation
- Time Management

## **5. ADMINISTRATIVE ASSISTANT**

|                 |   |  |
|-----------------|---|--|
| Job title       | : | Administrative Assistant                     |
| Location        | : | Ngora Hospital School of Nursing & Midwifery |
| Reports to      | : | Senior Administrator Assistant               |
| Responsible for | : | Administrative support to the Principal      |

**Purpose of the Job** : Reporting to management and performing secretarial duties. Processing, typing, editing, and formatting reports and documents. Filing documents, as well as entering data and maintaining databases. Liaising with internal departments and communicating with the public.

### **Administrative Secretary Requirements:**

- Diploma In Secretarial Studies from a reputable Institution
- Formal qualification in office administration, secretarial work, or related training.

- 1-2 years of experience as an Administrative Secretary would be advantageous.
- Advanced proficiency in managing documents, spreadsheets, and databases.
- Ability to liaise internally and externally on administrative matters.
- Exceptional filing, recordkeeping, and organizational skills.
- Working knowledge of printers, copiers, scanners, and fax machines.
- Proficiency in appointment scheduling and call forwarding systems.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.

### **Administrative Secretary Responsibilities:**

- Reporting to management and performing secretarial duties.
- Processing, typing, editing, and formatting reports and documents.
- Filing documents, as well as entering data and maintaining databases.
- Liaising with internal departments and communicating with the public.
- Directing internal and external calls, emails, and faxes to designated departments.
- Arranging and scheduling appointments, meetings, and events.
- Monitoring office supplies and ordering replacements.
- Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.
- Preparing facilities and arranging refreshments for events, if required.
- Observing the best business practices and etiquette

## **6. LIBRARY ASSISTANT**

Job title : Library Assistant  
 Location : Ngora Hospital School of Nursing & Midwifery.  
 Reports to : School Bursar  
 Purpose : Library Assistant is responsible for assisting in administration and organization of a library.

### **Qualification**

- Diploma in Library and information science
- One year's working experience as a Library Assistant
- Bachelors in Library and information science is an added advantage

### **Duties and responsibilities**

- Catalog and maintain the library materials.
- Organize and reshelve returned items such as periodicals, books and DVDs
- Handle the registration of new library cardholders and issue library cards.
- Teach people how to use the library resources.
- Loan library materials such as books and DVDs to staff and students.
- Handle loans between libraries.
- Perform routine tasks such as answering questions from library users.
- Use and maintain computer library database to help locate library materials.
- Plan and participate in special library events such as: promoting reading culture, a children's movies, used book sales or other special programs.
- Create and maintain correspondence with other libraries and resource institutions
- And any other duties that may be assigned by the supervisors. =

### **Skills**

- Motivation to meet and serve the library's user community.
- Ability to think analytically and to develop new or revised systems, procedures, and work flow.
- Ability to exercise initiative and independent judgment.
- Knowledge of computers, the internet, and commercially available library software.

## **7. COMMUNITY HEALTH OFFICER**

Job Title : Community Health Officer  
Location : Ngora Freda Carr (Cou) Hospital  
Department : Health  
Reports To : Medical Director  
Purpose of the job : To ensure that there is implementation of the Public Health Act and success in all hospital outreaches, camps and health insurance activities.

### **Qualifications**

Diploma in Environmental Health with at least six months experience in the related field

### **Duties and responsibilities**

- Identify different existing communal groups that can join the Community Health Insurance (CHI) of Ngora Freda Carr Hospital.
- Market the Community Health Insurance service and recruit the identified groups into the Scheme.
- Offer training about community health insurance to hospital staff.
- Offering general health education to the identified groups and inform them of the existing services in the hospital.
- To control environment health and maintain international health regulations.
- To control communicable diseases.
- To provide health education.
- Main the clients' list according to their groups.
- You will be In charge of general mobilization and organization of all hospital outreaches (immunization, health education, medical/surgical camps) and compiling reports of these activities.
- Work with District health officials to help communities gain access to health insurance services.
- Developing a good relationship with communities and following up to track feedback of community perceptions about the health insurance services offered.
- Monitoring the health insurance project and outreaches, evaluating them and making relevant reports.
- Find new markets and outreach opportunities to push brand image and products in the CHI service.
- Liaison between Hospital Health Insurance and clients in terms of policy and other relevant communications.
- Ensure that members pay annual premiums and relevant fees before service delivery.
- Ensure environmental safety in the hospital for workers and clients, according to National Standards and Guidelines.
- Control of waste collections, transportation and disposal. Make sure hospital waste is appropriately disposed, and that standards of hygiene are observed at the hospital (both staff quarters and patient care areas).
- To perform any other duties assigned.

## 8. FULL TIME CLINICAL INSTRUCTOR MIDWIFERY

Job title : Clinical Instructor  
Location : Ngora School of Nursing & Midwifery  
Reports to : Deputy Principal

### Qualifications

Bachelor of Science in Midwifery, must be registered with Uganda Nurses and Midwives' Council, and one years teaching experience in a reputable Institution.

### DUTIES AND RESPONSIBILITIES

- Conduct classroom and practical instruction to students.
  - Supervise students and junior support staff of the school in a fair and consistent manner effective discipline and standards, consistent with the Philosophy, Values and Mission of the School.
  - Ensure a safe, orderly environment that encourages students to take responsibility for behaviour and creates high morals among staff and students.
  - Ensure the discipline of students through counselling and guidance.
  - Ensure implementation of School Rules and Regulations.
  - File all required reports regarding attendance of training sessions and discipline matters of the students.
  - Complete in a timely fashion all records and reports as requested by Supervisor.
- Perform any other duties that are within the scope of employment and certifications, as assigned by the Tutor.

## 9. FULL TIME CLINICAL INSTRUCTOR NURSING

Job title : Clinical Instructor  
Location : Ngora School of Nursing & Midwifery  
Reports to : Deputy Principal

### Qualifications

Bachelor of Science in Nursing, must be registered with Uganda Nurses and Midwives' Council, and one years teaching experience in a reputable Institution.

### DUTIES AND RESPONSIBILITIES

- Conduct classroom and practical instruction to students.
- Supervise students and junior support staff of the school in a fair and consistent manner effective discipline and standards, consistent with the Philosophy, Values and Mission of the School.
- Ensure a safe, orderly environment that encourages students to take responsibility for behaviour and creates high morals among staff and students.
- Ensure the discipline of students through counselling and guidance.
- Ensure implementation of School Rules and Regulations.
- File all required reports regarding attendance of training sessions and discipline matters of the students.
- Complete in a timely fashion all records and reports as requested by Supervisor.
- Perform any other duties that are within the scope of employment and certifications, as assigned by the Tutor.

## 10. MEDICAL OFFICER

Job title : Medical Officer  
Location : Ngora Freda Carr (COU) Hospital  
Reports to : Medical Director  
Responsible for : Clinical Officer  
Purpose of the job : To provide curative and preventive health care services.



## Key Outputs

- Patients diagnosed and treated.
- Patients referred.
- Allocated resources accounted for.
- Outreach health service programs implemented.
- Code of Conduct and Ethics adhered to.
- Reports compiled and submitted.

## Key Functions

- Participating in planning and budgeting activities.
- Diagnosing, treating and referring patients.
- Accounting for allocated resources.
- Participating in outreach Health programs
- Participating in research activities.
- Participating in continued professional development.
- Adhering to professional Code of Conduct and Ethics.
- Compiling and submitting reports.

## Person Specifications:

- a) Academic and professional requirements
- Must have Degree of Bachelor of Medicine and bachelor of surgery
  - Must be registered and licensed with Uganda Medical and Dental Practitioners Council.
  - Must have a valid Annual Practicing License.

## (b) Competences

### Technical

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

### Behavioral

- Effective communication
- Accountability
- Ethics and Integrity
- Concern for quality standard
- Public Relations and Customer care
- Team work
- Results oriented
- Time Management

## 11. STORES ASSISTANT

Job title : Stores Assistant  
Location : Ngora Freda Carr (COU) Hospital  
Reports to : Hospital Accountant

### Qualifications, Skills and Experience:

- Diploma in Stores Management from a recognized University/Institution
- Professional qualification in Stores Management, as an added advantage.
- Knowledge and skill in application of Stores Management-related Software and MS Office Package is essential.
- At least two (2) years' experience of as a Stores Assistant or similar position from a reputable Organization

### **Key Duties and Responsibilities:**

- To supervise stores staff
- To prepare procurement plans quarterly and submit to the Administrator
- To receive and record invoices and supplies
- To check and verify invoices and issue notes
- To ensure proper storage of stores
- To supervise vehicle loading and offloading.
- To take stock of stores
- To record damaged, obsolete and expired stock
- To maintain stores records
- To ensure stores in accordance with the established procedures
- To control and maintain inventory levels
- To use computer to input and retrieve data
- To follow up on orders to ensure that materials are delivered on promised dates
- And any other duties assigned by the Superiors.

### **12. Plumber**

Job title : Plumber  
Location : Ngora Freda Carr (COU) Hospital  
Reports to : Estates Officer

**Purpose of the job** : Installs, maintains, and repairs pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems in residential and commercial structures. Fixes domestic appliances, such as dishwashers and gas cookers. Inspects drainage and other plumbing systems for compliance with local and national regulations.

### **Plumber Job Skills and Qualifications:**

- National Certificate in Plumbing from a Reputable Institution
- Experience of one year in plumbing works in a reputable organization.
- And should have the following skills;  
Collaborative, Problem-Solving and Analytical Skills, Decision-Making Ability, Good Listening Skills, Strong Verbal Communication, Stress- and Time-Management Skills, Business and Accounting Skills, Customer-Service and Interpersonal Skills, Mechanical and Technical Skills, Physical Stamina and Strength, Excellent Trouble-Shooting Ability

### **Plumber Job Duties:**

- Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials
- Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids
- Installs supports for pipes, equipment, and fixtures prior to installation
- Assembles fittings and valves for installation
- Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- Uses saws and pipe cutters as necessary
- Installs heating and air-conditioning systems, including water heaters
- Collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing
- Tests plumbing systems for leaks and other problems
- Analyses problem and identifies appropriate tools and materials for repair
- Chooses plumbing materials based on budget, location, and intended uses of building
- Follows health and safety standards and complies with building codes
- Writes report documenting the problem and summary of actions taken
- Performs inspections of plumbing systems to identify and replace worn parts

- Prepares bids and schedules and oversees other workers, such as apprentices and helpers
- To do any other duties as may be assigned from time to time by your supervisors

### 13. ENROLLED NURSES

|                    |   |                                  |
|--------------------|---|----------------------------------|
| Job title          | : | Enrolled Nurse.                  |
| Location           | : | Ngora Freda Carr (COU) Hospital. |
| Reports to         | : | Registered Nursing Officer.      |
| Purpose of the job | : | To provide nursing services.     |

#### Key Outputs

- Quality nursing services delivered.
- Infection prevention and control measures implemented.
- Accountability for available equipment, supplies and drugs provided.

#### Key Functions

- Participating in continuous coverage on wards and units.
- Administering treatment as prescribed.
- Carrying out nursing procedures.
- Carrying out observations, keep proper records and ensure their safe custody.
- Participating in ward rounds.
- Receiving and registering patients.
- Adhering to aseptic procedures.
- Adhering to ethical professional conduct.
- Carrying out health education.
- Participating in primary health care activities.

#### Person Specifications

##### (a) Academic and professional requirements

- Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
- Must be Enrolled with the Uganda Nurses and Midwives Council
- Must have a valid practicing license

##### (b) Competences

#### Technical

- Records and information management
- Management of organizational environment
- Time management
- Information communication technology (ICT)

#### Behavioral

- Concern for quality and standards
- Ethics and integrity
- Public relations and customer care.
- Accountability
- Results orientation

### 14. FULL TIME TUTOR NURSING

|                    |   |  |
|--------------------|---|--|
| Job title          | : | Full Time Tutor Nursing  |
| Location           | : | Ngora Hospital School of Nursing & Midwifery                         |
| Reports to         | : | Deputy Principal   |
| Purpose of the Job | : | Ensure all lessons and teaching are done according to the curriculum |
| Qualifications     |   |  |

- Bachelor of Science in Nursing with a Post Graduate Diploma in a Medical Education
- Must be registered with Uganda Nurses and Midwives' Council and Ministry of Education & Sports with updated practicing license.
- A minimum of two years' experience in clinical setting
- Experience in classroom and Clinical teaching
- Basic computer skills such as Microsoft word, Microsoft Excel, and internet
- Fluency in English

### **Duties and Responsibilities**

- Prepare lessons and conduct theoretical and practical training of students in classroom and in clinical.
- Teach the required knowledge, skills and attitudes to the students of midwifery diploma programs, according to the national curricula, using a variety of teaching methods.
- Prepare handouts teaching sessions for the students.
- Plan clinical instruction based upon approved syllabus/ outline to ensure course content is covered and all learning objectives are met.
- Attend the clinical settings, together with students, teach the required skills and supervise students while practicing conduct continuous and final assessment of students' theoretical and clinical abilities.
- Perform any other duties that may be assigned by the Superior.
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### **15. FULL TIME TUTOR MIDWIFERY**

|                           |   |  |
|---------------------------|---|--|
| Job title                 | : | Full Time Tutor Midwifery  |
| Location                  | : | Ngora Hospital School of Nursing & Midwifery                         |
| Reports to                | : | Deputy Principal   |
| <b>Purpose of the Job</b> | : | Ensure all lessons and teaching are done according to the curriculum |

### **Qualifications**

- Bachelor of Science in Midwifery with a Post Graduate Diploma in a Medical Education
- Must be registered with Uganda Nurses and Midwives' Council and Ministry of Education & Sports with updated practicing license.
- A minimum of two years' experience in clinical setting
- Experience in classroom and Clinical teaching.
- Basic computer skills such as Microsoft word, Microsoft Excel, and internet
- Fluency in English

### **Essential Duties and Responsibilities**

- Prepare lessons and conduct theoretical and practical training of students in classroom and in clinical.
- Teach the required knowledge, skills and attitudes to the students of midwifery diploma programs, according to the national curricula, using a variety of teaching methods.
- Prepare handouts teaching sessions for the students.
- Plan clinical instruction based upon approved syllabus/ outline to ensure course content is covered and all learning objectives are met.
- Attend the clinical settings, together with students, teach the required skills and supervise students while practicing conduct continuous and final assessment of students' theoretical and clinical abilities.
- Perform any other duties that may be assigned by the Superior.

**16.**