

EXTERNAL JOB ADVERT

Monday 26th May, 2025

BACKGROUND

Ngora Freda Carr (C.o.U) was founded in 1922 and belongs to Church of Uganda, Kumi Dioceses.

Our **Vision** is being a Christ Centered institution providing a holistic, quality and affordable Health care service. The Hospital is Governed by Board of Governors (BOG)

The Hospital operates as a private Not for Profit Health institution, Ngora Freda Carr Hereby invites applications from suitably qualified applicants to fill the following vacant positions at the Hospital

1. Medical Director (01)
2. Hospital administrator (01)
3. Accountant (01)
4. Medical Officer (01)
5. Administrative Assistant (01)
6. Enrolled Nurses (03)
7. Enrolled Midwife (02)
8. Theatre Nurse (01)

Details of Job Descriptions and qualifications can be viewed from the hospital website: www.ngorahospital.org or from the Hospital Notice Board

Interested applicants should deliver their **hard copy hand written** applications together with detailed CV and a recommendation letter from the Church leader to the office of the **Human Resource officer Ngora Freda Carr Hospital P.O.BOX 05 Ngora -Mukura Road** not later than **Friday 13th June, 2025 by 5:00 Pm**

JOB DETAILS

1. Job Title: Medical Director (01)

Reports to: Board of Governors

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: Provide strategic leadership and oversight for all clinical services to ensure high-quality patient care and adherence to medical standards, Guide and supervise medical staff performance, promoting professional development and operational efficiency and to Support the development and implementation of healthcare policies and programs aligned with the hospital's mission and goals.

Educational Qualifications

- ❖ Bachelor of Medicine and Bachelor of Surgery (MBChB or MBBS) from a recognized institution.

- ❖ Postgraduate degree or specialization in a medical field (e.g., Internal Medicine, Surgery, Pediatrics, etc.) is often required or preferred.
- ❖ Master's degree in Public Health (MPH), Health Services Management, or Business Administration (MBA) is an added advantage.
- ❖ Fully registered and licensed by the national medical council or regulatory body (e.g., Uganda Medical and Dental Practitioners Council for Uganda).
- ❖ Must be in good standing with no disciplinary record.

Professional Experience

- ❖ At least 10 years of clinical experience, with a strong background in patient care.
- ❖ Minimum of 5 years in a leadership or managerial role in a health facility.
- ❖ Proven experience in healthcare administration, hospital management, or policy development.

Key Competencies and Skills

- ❖ Strong leadership and management skills.
- ❖ Excellent communication and interpersonal skills.
- ❖ Deep understanding of health systems, health financing, and clinical governance.
- ❖ Strategic planning and problem-solving abilities.
- ❖ Familiarity with medical ethics and legal healthcare frameworks.
- ❖ Ability to manage multidisciplinary teams and drive quality improvement initiatives.

Personal Attributes

- ❖ High level of integrity and professionalism.
- ❖ Committed to continuous improvement and patient safety.
- ❖ Able to work under pressure and in complex settings.
- ❖ Demonstrates visionary leadership and innovation.

Key Results out puts for the Medical Director

1. Clinical Leadership and Oversight

Provides strategic leadership and oversight for all clinical departments to ensure quality patient care and adherence to clinical standards and protocols.

2. Implementation of Clinical Policies and Guidelines

Oversees the development, implementation, and review of standard operating procedures (SOPs), clinical guidelines, and medical protocols in line with national health policies.

3. Supervision and Performance Management of Medical Staff

Manages and appraises the performance of doctors, specialists, and clinical teams, ensuring professional development and high standards of practice.

4. Quality Assurance and Patient Safety

Leads quality improvement initiatives, morbidity and mortality reviews, clinical audits, and ensures compliance with patient safety standards.

5. Training, Mentorship, and Capacity Building

Facilitates Continuous Medical Education (CME) sessions, internship supervision, and ongoing capacity building of clinical staff.

6. Medical Reports and Advisory Role to Management

Prepares regular clinical reports, disease surveillance updates, and provides technical advice to hospital management on clinical and medical service planning.

2. Job Title: Hospital administrator (01)

Reports to: Medical Director

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: to oversee the overall administrative operations of the hospital, ensuring efficient service delivery, compliance with health regulations, and effective resource management to support quality patient care.

Educational Requirements:

Bachelor's Degree in a Relevant Field of Health Services Management, Hospital Administration, Public Health, Business Administration, Nursing or Clinical Medicine (with further training in management)

Postgraduate Diploma or Master's Degree in Health Administration

Key Skills and Competencies:

- ❖ Strong leadership and organizational skills
- ❖ Human resource management and team coordination
- ❖ Financial management and budgeting
- ❖ Knowledge of hospital operations and health systems
- ❖ Good communication and interpersonal skills
- ❖ Problem-solving and decision-making ability
- ❖ Familiarity with healthcare laws, regulations, and policies

Experience Requirements:

- ❖ At least 3–5 years of experience in hospital or healthcare management
- ❖ Proven track record in health facility supervision, policy implementation, or administration
- ❖ Familiarity with health information systems and reporting tools is a plus

Key outputs for the Hospital Administrator

- ❖ i). Efficient Hospital Operations

- ❖ Ensures smooth and effective day-to-day operations of all non-clinical departments (HR, finance, procurement, maintenance, etc.).

- ❖ **ii). Human Resource Management**
 - ❖ Oversees staff recruitment, deployment, discipline, and welfare.
 - ❖ Ensures performance appraisals and training plans are implemented.
- ❖ **iii). Financial Planning and Budget Management**
 - ❖ Prepares and monitors hospital budgets, ensures efficient resource utilization, and supports accountability for funds and assets.
 - ❖ Lobbying for supporting funders, donors or partners to support Hospital Operations

- ❖ **iv). Facilities and Infrastructure Maintenance**
 - ❖ Ensures proper maintenance of hospital buildings, utilities, equipment, and sanitary facilities.
 - ❖ Coordinates repairs and renovations.
- ❖ **v. Administrative and Logistical Support**
 - ❖ Manages supplies, procurement, transport, and record-keeping.
 - ❖ Ensures adequate stocks of medical and non-medical supplies.
- ❖ **vi). Policy Implementation and Compliance**
 - ❖ Ensures adherence to government regulations, internal Institutional policies, and health and safety standards.
 - ❖ Supports audits, inspections, and supervision missions.

3. Job Title: Medical Officer (01)

Reports to: Medical Director

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: To provide clinical care through diagnosing, treating, and managing patients, while ensuring adherence to medical standards and contributing to the overall improvement of health services in the hospital.

Educational Requirements:

Bachelor's Degree in Medicine and Surgery (MBChB/MBBS) from a recognized university or medical school.

A one-year medical internship under supervision in a recognized health facility covering major areas such as Internal Medicine, Surgery, Pediatrics, and Obstetrics & Gynecology.

Full registration and a valid practicing license from the Medical and Dental Practitioners Council (e.g., Uganda Medical and Dental Practitioners Council - UMDPC).

Desirable Skills and Attributes:

- ❖ Clinical knowledge and decision-making skills
- ❖ Good communication and interpersonal skills
- ❖ Professional ethics and integrity
- ❖ Ability to work under pressure
- ❖ Computer literacy (for reporting and digital records)

Additional Qualifications -Advantageous):

- ❖ Postgraduate training in a specialized field (e.g., Public Health, Internal Medicine, Surgery, etc.)
- ❖ Training in leadership and health management
- ❖ Experience in health facility settings

4 Job Title: Accountant (01)

Reports to: Medical Director

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: To ensure effective financial management of the hospital by maintaining accurate financial records, preparing budgets, monitoring expenditures, generating financial reports, and ensuring compliance with accounting standards and regulatory requirements.

Qualifications

- ❖ Bachelor's Degree in Accounting, Finance, or related field
- ❖ Professional Accounting Certifications in one or more of the following Preferably CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants or CIMA (Chartered Institute of Management Accountants or CMA (Certified Management Accountant)

Key outputs

- ❖ Accurate and timely preparation of financial statements and reports.
- ❖ Proper maintenance of financial records and accounting systems.
- ❖ Effective budget planning, monitoring, and control.
- ❖ Compliance with financial regulations, policies, and audit requirements.
- ❖ Timely processing of payments, payroll, and reconciliations.
- ❖ Financial analysis and support for decision-making by hospital management.
- ❖ Efficient management of accounts receivable and payable.
- ❖ Periodic reporting on hospital revenue, expenditures, and cash flow.

Additional Skills and Knowledge

- ❖ Proficiency in accounting software (e.g., QuickBooks, Tally, or hospital management systems)

- ❖ Understanding of health financing and budgeting
- ❖ Knowledge of government financial regulations (especially in public hospitals)
- ❖ Auditing and financial reporting skills

5. Job Title: Administrative Assistant (01)

Reports to: Hospital administrator

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: To provide administrative and clerical support to hospital departments, ensuring smooth office operations through effective communication, document management, scheduling, and coordination of activities. The Administrative Assistant supports staff and management by maintaining organized records, handling correspondence, and facilitating efficient service delivery across hospital units.

Qualifications

Qualifications, Skills & Experience

Diploma In Secretarial Studies from a reputable Institution with at least two years working experience in the relevant field.

Skills

- ❖ Competent IT skills, - Attention to detail.
- ❖ Excellent level of English language both verbal & written - Organizational skills.
- ❖ Proactivity.
- ❖ Ability to perform duties with Independence.
- ❖ Good Communication skills.
- ❖ High Level of Adaptability at work
- ❖ Time management.
- ❖ Problem-solving skills

Key Duties & Responsibilities for the jobholder will include but not limited to:

- ❖ Provides administrative support to ensure efficient operation of office.
- ❖ Answers phone calls, schedules meetings and supports visitors.
- ❖ Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- ❖ Exhibits polite and professional communication via phone, e-mail, and mail.

6. Job Title: Enrolled Nurse (03)

Reports to: Senior Nursing Officer

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Purpose of the job: To provide basic nursing care, support patient recovery, and assist in the implementation of treatment plans under the supervision of a registered nurse or medical officer, ensuring quality and compassionate care to patients.

Qualifications

- ❖ 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

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.

Competences Technical Skills

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

Behavioral attributes

- ❖ Concern for quality and standards
- ❖ Ethics and integrity
- ❖ Public relations and good customer care.
- ❖ Accountability
- ❖ Results oriented Health Professional

7. Job Title: Enrolled Midwives (02)

Reports to: Senior Nursing Officer

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: To provide skilled midwifery care during pregnancy, childbirth, and the postnatal period, ensuring the health and wellbeing of mothers and newborns, while supporting safe deliveries and promoting maternal and child health.

Qualifications

- ❖ Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ❖ Must be enrolled with the Uganda Nurses and Midwives Council.
- ❖ Must hold a valid practicing license

Key Outputs

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

Key duties and responsibilities

- ❖ Participating in continuous coverage on wards and units.
- ❖ Administering treatment as prescribed.
- ❖ Carrying out midwifery 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 professional and ethical code of conduct.
- ❖ Carrying out health education.
- ❖ Participating in primary health care activities.

Technical Competences

- ❖ 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 oriented Health Professional

8. Job Title: Theatre Assistant (01)

Reports to: In charge Surgical

Duty Station: Ngora Freda Carr Hospital (Church of Uganda)

Job Purpose: To support surgical teams by preparing operating theatres, sterilizing instruments, and assisting during procedures, ensuring a clean, safe, and efficient environment for surgical operations.

Qualifications

- ❖ Minimum of Certificate in Theatre technics or Certificate in Nursing, Health Service Support, or a related health field, diploma is an added advantage from a recognized institution
- ❖ Must be registered with the Uganda Allied Health professionals Council
- ❖ Must have a valid Practicing license
- ❖ Additional short courses in infection prevention and control, sterilization, or basic life support (BLS) are an added advantage.

Required Skills and Competencies:

- ❖ Theatre Preparation & Support:
- ❖ Ability to prepare the operating theatre, equipment, and instruments before surgery.
- ❖ Assist in positioning patients for surgery.
- ❖ Knowledge of sterile techniques and surgical asepsis.
- ❖ Proper handling, cleaning, and sterilization of surgical instruments.
- ❖ Monitoring and managing theatre supplies and inventory.
- ❖ Ability to work under pressure as part of a surgical team (with surgeons, nurses, anesthetists).
- ❖ Good communication and interpersonal skills.
- ❖ High level of accuracy and alertness during operations.
- ❖ Physically fit to stand for long periods.
- ❖ Strong commitment to cleanliness and infection control.
- ❖ Respect for patient privacy and medical ethics.

Ag. Human Resource Officer

Ngora Freda Carr Hospital (C.o.U)

www.ngorahospital.org