



TPC Ltd is one of the best sugar producing companies in Tanzania. The company is situated at the foot of Mount Kilimanjaro, 22kms south of Moshi Municipality. Applications are invited from qualified, energetic, proactive and dynamic Tanzanians to fill vacant position in the Hospital Section at Corporate Affairs Department.

1. JOB TITLE: CASHIER (1 Post)

Reports to the Hospital Manager

Core Job Description:

Responsible to ensure that all transactions run smoothly and maximize customer satisfaction as well as to manage all transactions with customers accurately and efficiently.

Key Accountabilities.

- Manage transactions with customers accurately and efficiently using the hospital's electronic medical record system.
- Review patient bills and ensure pricing is accurate.
- Collect payments whether in cash or any other form approved by the hospital manager.
- Issue receipts.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving the hospital.
- Maintain a clean and tidy work area.

- Track transactions and report any discrepancies.
- To perform any other related duties as may be assigned by the supervisor.
- Ensure all transactions run smoothly and help maximize patient and all visitor satisfaction.

Core Competencies

- Customer satisfaction oriented.
- Strong communication and time management skills.
- Familiarity with electronic equipment and systems, like EMR and POS.

Personal Specifications

Work experience as a Cashier in Hospital or in a similar role in sales, Diploma in accountancy/banking and finance or any other related field.

2. JOB TITLE: Nurse Auxiliary L 1 (1 Post)

Reports to the Hospital Matron

Core Job Description:

Take note of any changes in the condition of patients and report to relevant professional staff. Complete cleaning in Wards and general hospital areas.

Key Accountabilities

- Assists staff members with regular patient care activities and respond accordingly during emergencies.
- Assist patients in navigating the hospital and relevant sections.
- Assist patients to the toilet, clean bedpans, remove soiled linen, and make beds.
- Ensure patients are comfortable by assisting with bathing, dressing and moving them in their beds.
- Serves meals and helps patients eat, when required.
- Take vitals of patients.
- Establishes and maintain effective communication with all other health professionals, families, and community members.

- Demonstrates sensitivity, empathy and respect for customs and values of patients and colleagues always.
- Completes other duties as assigned by Hospital matron, SMO and Hospital manager.

Core Competencies

- Good communication skills and Customer Service.
- Ability to work in shift.
- Maintain Confidentiality.

Personal Specifications

- Must hold Form four certificate and two years certificate in nursing, working experience of not less than two years will be an added advantage.

3. JOB TITLE: Foreman Nurse (1 Post)

Reports to the Hospital Matron

Core Job Description:

Provide Management Support, Supervisory and leadership to all nurses, second in charge of patient care and all hygiene issues at the hospital.

Key Accountabilities

- Providing excellent clinical and professional leadership to the nursing staff at all levels within the hospital environment including inpatient and outpatient services.
- Ensuring that nursing care is delivered to a high standard and that the nursing resource is managed effectively.
- Ensuring nursing ethics that is constantly observed to maintain the hospital's reputation.
- Leading on infection prevention control.
- Supervising kitchen activities and the patient's food.
- Maintaining a good standard of cleanliness.

- Taking charge of all nursing services and allocating nursing and health care resources where needed.
- Support the management in planning and implementation of hospital developments relating to patient care and quality throughout the hospital environment.
- Participate in hospital management meetings and make proper decisions to achieve hospital objectives.
- Reporting breakdowns and maintenance issues to the TPC building help desk and follow-up for immediate maintenance.
- To work closely with the hospital matron and management to ensure that the staff work effectively to achieve hospital objectives.
- Accompany doctors on ward rounds.

Core Competencies

- Should demonstrate ability to coach, train and build teamwork spirit.
- Ability to create reports for facility management.
- Maintain Confidentiality for Patients.

Personal Specifications

- Must hold a diploma/degree in nursing, a valid license from TNMC (Tanzania Nursing and Midwifery Council). Working experience of not less than four years.

4. JOB TITLE: Clerk Medical (1 Post)

Reports to the Hospital Manager

Core Job Description:

To manage the front office accurately and efficiently by ensuring high satisfaction from patients.

Key Accountabilities.

- Manage all admissions/treatment as per agreed protocols.
- Manage the office effectively by shaping the best business culture.

- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors, and patients.
- Answer all phone calls professionally and courteously.
- Perform all duties within HIPAA regulations.
- Maintain confidentiality of all doctors, staff, and patient information.
- Schedule appointments between doctors and patients.
- Liaise between medical departments with discretion and professionalism.
- Adhere to policy and procedures during all activities.
- Complete accurate documentation of patient visits.
- To perform any other related duties as may be assigned by the supervisor.

Core Competencies:

- Working knowledge of medical terminology (highly advantageous).
- Innovative thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Strong organizational, administrative, and planning skills.
- Ability to work under pressure and react effectively to emergencies.
- Ability to use discretion while working with sensitive information.
- Excellent documentation, communication, and IT skills.
- Passionate about healthcare excellence.

Personal Specifications

- Diploma/Bachelor's degree in business administration or any other related field. 2 years working experience at a healthcare facility in a medical receptionist role (essential).

Note: Qualified Internal Candidates are highly encouraged to apply

MODE OF APPLICATION

Candidates meeting the requisite qualifications should submit their written applications and detailed CV to the address below, describing how they see themselves qualifying for this position. They should also send copies of academic certificates, three references, daytime telephone numbers and e-mail addresses.

APPLY TO:

Human Resources Executive Officer,

P. O. Box 93,

Moshi, Kilimanjaro

Tel: +255272754389, FAX:+255272754391

E-mail: tpc@tpc.co.tz

The closing deadline for all applications is 25th May 2022.

Only shortlisted candidates will be contacted. "If you do not hear from us within 14 days from the closing date of this advert, please consider yourself unsuccessful."

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