



**EM  
HOSPITAL**

☎ 0657802873 / 0755283655

✉ info@emhospital.co.tz

📍 Kibaoni, Mji Mwema - Kigamboni

**May 06, 2023**

## **VACANCY FOR PHARMACEUTICAL TECHNICIANS (4 POSTS)**

We are looking for a vibrant young experienced, very flexible and passionate Medical Receptionist who is eager to work in our hospital.

### **Job Description**

- To receive prescription, check their validity and accurately process them electronically correctly dispensing the patients with the appropriate medicines and measuring doses.
- To order medicines and medical consumables from the main warehouse according to schedule set and in case of emergency.
- To ensure proper arrangement of medicines and consumables in the dispensing areas following FEFO System.
- To update and share items which are available at the pharmacy to the clinical team and advice on alternatives when items are out of stock.

### **QUALIFICATIONS.**

- Holder of Diploma in Pharmacy from ANY recognised university or college.
- Aged 25 - 30 years.
- Basic knowledge in computer studies (Ms Word,Excel...)
- Fluent in English and Swahili.
- MUST be registered by Pharmacy Council of Tanzania.
- Minimum 2 years of experience.

### **Application Instructions**

If you are interested please submit your cover letter, curriculum vitae with 3 references and certified license and academic certificates **not later than 20 May 2023**

Please send your application via email with job title on the subject line to  
[recruitment@emhospital.co.tz](mailto:recruitment@emhospital.co.tz)

*EM Hospital...Feel Better*

 [www.emhospital.co.tz](http://www.emhospital.co.tz)

   @EMHospitalTZ



**EM  
HOSPITAL**

☎ 0657802873 / 0755283655

✉ info@emhospital.co.tz

📍 Kibaoni, Mji Mwema - Kigamboni

**May 06, 2023**

## **VACANCY FOR MEDICAL RECEPTIONIST (4 POSTS)**

We are looking for a vibrant young experienced, very flexible and passionate Medical Receptionist who is eager to work in our hospital.

### **Job Description**

- Professionally assist doctors, staff, visitors, and patients.
- Answer all phone calls in a professional and courteous manner.
- Maintain confidentiality of all doctor, staff, and patient information.
- Schedule appointments between doctors and patients.
- Adhere to policy and procedures during all activities
- Complete accurate documentation of patient visits.

### **QUALIFICATIONS.**

- Holder of a certificate, diploma or bachelor degree in medical records or any of ARTS related field from ANY recognised university or college.
- Aged 20 - 30 years
- Basic knowledge in computer studies (Ms Word,Excel...)
- Fluent in English and Swahili.
- Minimum 2 years of experience working in hospital facility.
- Working experience in insurance systems and/or hospital management systems is an added advantage.
- **Female candidates are highly encouraged to apply**

### **Application Instructions**

If you are interested please submit your cover letter, curriculum vitae with 3 references and certified academic certificates **not later than 20 May 2023**

Please send your application via email with job title on the subject line to  
[recruitment@emhospital.co.tz](mailto:recruitment@emhospital.co.tz)

*EM Hospital...Feel Better*

 [www.emhospital.co.tz](http://www.emhospital.co.tz)

   @EMHospitalTZ



**EM  
HOSPITAL**

☎ 0657802873 / 0755283655

✉ info@emhospital.co.tz

📍 Kibaoni, Mji Mwema - Kigamboni

**May 06, 2023**

### **VACANCY FOR A HOSPITAL ADMINISTRATOR (1 POST)**

We are looking for a vibrant young experienced, very flexible and passionate Medical Receptionist who is eager to work in our hospital.

#### **Job Description**

- To provide advice on administrative and human resource matters and formulate internal working documents on such matters.
- To provide strategic inputs on administration and human resources management issues.
- To ensure optimal, efficient and effective management and utilization of human resource within the hospital.
- To oversee employees' welfare.
- To oversee the review and implementation of human resource and administrative policies, procedures and practices.
- To develop and implement strategic human resource and administrative plans
- To formulate, implement and evaluate training and development programmes.
- To support management with any employee relations or grievances that may arise.
- To perform other duties as may be assigned by the director from time to time

#### **QUALIFICATIONS.**

- Holder of bachelor degree in any of the following fields Health Management System, Human Resource Management or Public Administration from ANY recognised university or college.
- Aged 25 - 35 years
- Basic knowledge in computer studies (Ms Word,Excel...)
- Fluent in English and Swahili.
- Minimum 2 years of experience working in hospital facility.
- Working experience in insurance claiming systems is an added advantage.

#### **Application Instructions**

If you are interested please submit your cover letter, curriculum vitae with 3 references and certified academic certificates **not later than 20 May 2023**

Please send your application via email with job title on the subject line to  
[recruitment@emhospital.co.tz](mailto:recruitment@emhospital.co.tz)

*EM Hospital...Feel Better*

 [www.emhospital.co.tz](http://www.emhospital.co.tz)

   @EMHospitalTZ