



DECCA MEDICS COMPANY LIMITED

P. O. Box 372, CCT, Dodoma – Tanzania

Tel/Fax: +255 26 2322357, Mob: +255 0763 102 102 / 0674 102 102 / 0785 558 199
Website: www.decohas.ac.tz, E-mail: dpfa@decohas.ac.tz, decohas@gmail.com

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VARIOUS EMPLOYMENT OPPORTUNITIES - DECCA HOSPITAL - DSM

DECCA Medics Company Ltd is registered and operates its business activities in Tanzania by providing health services such as DECCA College, DECCA Polyclinic, DECCA Pharmacies and DECCA Health Centre and New DECCA Hospital – Dar es Salaam. The company now invites applicants who are self-motivated, flexible working in multicultural environment, honest, hardworking and committed individuals to fill the following various vacant posts:

1. Vacant Positions: Medical Doctors x 3 - Duty station: DSM

a. Job Purpose:

The Medical Doctor is responsible for implementing the DECCA Medics daily medical and operations activities to meet the best standards of services. The Medical Doctor will be responsible to perform medical duties and other specialized medical matters in daily operations activities such as diagnosis, treatment, ordering and interpreting tests as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility. He/she will help to assist the management to oversee continuous improvement and team management accordingly.

b. Duties and Responsibilities

- I. To attend patients at OPD
- II. Makes evaluation of previously treated patients in terms of clinical progress and changes management accordingly Support and measure the continuous improvement initiatives within the company.
- III. Attends to specific diseases. Chronic illnesses with special National programmers like TB & LEPROSY, STDs, compiles data, materials and drugs used and makes follow-up to when they recover, sends reports on these conditions to the DMO
- IV. Makes ward rounds
- V. Monitors progress of patients
- VI. Implement and participate in doing minor operations
- VII. Makes follow-up on patients progress
- VIII. Keeps issue and monitors stock of medicine for specific clinics
- IX. Assists the Chief Medical Officer on day to day work requirements.
- X. Collaborating with the management to ensure standards of service as per requirement;
- XI. Participating in strengthening and mobilizing clinical team in order to meet company goals;
- XII. Prepare various clinical reports as per MoH and communicate them to the Directors;
- XIII. Adhering to Health and Safety issues and wellbeing of the staff;
- XIV. Adhering to working schedule accordingly within the Clinical Medicine sections
- XV. To do other tasks in the field that will be assigned by Directors.

c. Minimum Qualifications:

Holder of Medical Degree from recognized Institutions and any other equivalent qualifications from recognized institutions. However the registrations as medical practitioner/License to practice from country licensing authority will be added advantage.

2. Vacant Positions: Clinical Officer (CO) x 1 - Duty station: DSM

a. Job Purpose:

The Clinical Officer is responsible for assisting in implementing the DECCA Medics daily medical and operations activities to meet the best standards of services. The Clinical Officer will be responsible to assist in performing medical duties and other specialized medical matters in daily operations activities such as diagnosis, treatment, ordering and interpreting tests as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility. He/she will help to assist the management to oversee continuous improvement and team management accordingly.

b. Duties and Responsibilities

- i. Assist to Attend patients at OPD
- ii. Assist to make evaluation of previously treated patients in terms of clinical progress and changes management accordingly Support and measure the continuous improvement initiatives within the company.
- iii. Assist to attend to specific diseases. Chronic illnesses with special National programmers like TB & LEPROSY, STDs, compiles data, materials and drugs used and makes follow-up to when they recover, sends reports on these conditions to the DMO
- iv. Assist to makes ward rounds
- v. Assist to monitors progress of patients
- vi. Assist to implement and participate in doing minor operations
- vii. Makes follow-up on patients progress
- viii. Keeps issue and monitors stock of medicine for specific clinics
- ix. Assists the Chief Medical Officer on day to day work requirements.
- x. Collaborating with the management to ensure standards of service as per requirement;
- xi. Participating in strengthening and mobilizing clinical team in order to meet company goals;
- xii. Assist to prepare various clinical reports as per MoH and communicate them to the Directors;
- xiii. Adhering to Health and Safety issues and wellbeing of the staff;
- xiv. Adhering to working schedule accordingly within the Clinical Medicine sections
- xv. To do other tasks in the field that will be assigned by Directors.

c. Minimum Qualifications:

Holder of Diploma in Clinical Medicine from recognized Institutions and any other equivalent qualifications from recognized institutions. However the registrations as medical practitioner/License to practice from country licensing authority will be added advantage.

3. Vacant Positions: Pharmaceutical Technician II x 3 - Duty station: DSM

a. Job Purpose:

The incumbent will be responsible for providing patients with medications as prescribed by medical doctors, advising patients the correct administration and dosages of these medications and to record all medication/patient transactions in DECCA Hospital patient management software and will be responsible to other operations activities to meet the best standards of services. The Pharmaceutical Technician II will provide patients with knowledge and expertise on medications and advise them on any query they have. To interact and communicate with our doctors and medical professionals to provide the best possible medical and financial

solutions for the patients' as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility.

b. Duties and Responsibilities

- i. Preparing new prescription and refill requests for patients.
- ii. Dispensing medication to patients per the prescription, or provider's orders.
- iii. Packing and labeling a prescribed medication.
- iv. Processing insurance claims.
- v. Tracking inventory.
- vi. Receives and stocks incoming supplies,
- vii. To follow hospital policy in respect of custody and administration of all drugs
- viii. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- ix. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- x. To maintain a professional friendly atmosphere and create a dignified Environment;
- xi. Prepare various patient reports as directed by your superior;
- xii. Adhering to working schedule accordingly within the pharmaceutical sections
- xiii. To do other tasks in the field that will be assigned by your supervisor.

c. Minimum Qualifications:

Holder of Diploma in Pharmaceutical Sciences from recognized Institutions and any other equivalent qualifications from recognized institutions. However He/she must have the Full Registration by the Pharmacy Council, valid practicing License from country licensing authority will be added advantage.

4. Vacant Positions: Nursing Officer x 4 - Duty station: DSM

a. Job Purpose:

The incumbent will be responsible for the provision of quality and compassionate health care in order to restore patients' optimum health and will be responsible to other operations activities to meet the best standards of services. The Nursing Officer II will be responsible to perform medical duties and other supportive medical matters in general nursing care of patients, administering drugs and other treatments as prescribed by medical doctors' as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility.

b. Duties and Responsibilities

- i. To assess patients' conditions and identify their needs;
- ii. To plan, implement, document and evaluate individualized nursing care using appropriate nursing model in accordance with the hospital nursing policy
- iii. Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition
- iv. Implement and participate in doing minor operations
- v. Makes follow-up on patients progress
- vi. To ensure treatments are carried out as prescribed and observe any side effects;
- vii. To follow hospital policy in respect of custody and administration of all drugs
- viii. To maintain personal contact with patients, their relatives and visitors to the patient's quality of life, and the good standing of the hospital;
- ix. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- x. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- xi. To maintain a professional friendly atmosphere and create a dignified Environment;

- xii. Prepare various patient reports as directed by your superior;
- xiii. Adhering to working schedule accordingly within the nursing and midwifery sections
- xiv. To do other tasks in the field that will be assigned by your supervisor.

c. Minimum Qualifications:

Holder of Diploma in Nursing and Midwifery from recognized Institutions and any other equivalent qualifications from recognized institutions. However He/she must have the Full Registration by the Nursing and Midwives Council, valid practicing License from country licensing authority will be added advantage.

5. Vacant Positions: Laboratory technologist x 04 - Duty station: DSM

a. Job Purpose:

Laboratory Technologist will involve performing sampling, testing, measuring, recording, and analyzing in collaboration with the rest of the lab team while supporting the success of hospital activities in our daily operations. Laboratory technologist will be working in a laboratory environment and should be a person with strong commitment to accuracy in order to ensure the extraction of reliable and valid results at the hospital. Will oversee and execute everyday laboratory tasks to ensure that the hospital operation activities run smoothly and successfully.

b. Duties and Responsibilities

- i. Creating and maintaining a records management system.
 - ii. Performing data entry tasks.
 - iii. Updating existing records.
 - iv. Maintaining company archives.
 - v. Retrieving information from the filing system when requested
 - vi. Support office with administrative and secretarial tasks
 - vii. Understand and maintain hospital policy and regulations as updated time to time.
 - viii. Collaborating with the management to ensure standards of service as per requirement;
 - ix. Adhering to Health and Safety issues and wellbeing of the staff;
 - x. Adhering to working schedule accordingly within the records section.
 - xi. To do other tasks in the field that will be assigned by supervisor.

c. Minimum Qualifications:

Holder of Ordinary Diploma in Medical Laboratory from recognized Institutions and any other equivalent qualifications from recognized institutions. However the candidate with Proven working experience as a Lab Assistant, Familiarity with automated laboratory equipment, Computer literacy and experience with Laboratory Information Systems, Accuracy and close attention to detail, Strong analytical judgment, Current license or relevant certification, communication skills, customer care and interpersonal skills will be added advantage.

6. Vacant Positions: Radiography Technician II x 3 - Duty station: DSM (2) and Dodoma (1)

a. Job Purpose:

The Radiography Technician II will be responsible for operating CT scanners, Ultra sound machine, X-rays, and fluoroscope to obtain radiographic images of patients and will be responsible to other operations activities to meet the best standards of services. The Radiography Technician II will ensure compliance with established safety regulations and procedures when operating radiation equipment in order to prevent ill-exposure to ionizing radiation. The incumbent will explain to patients the details of a radiographic procedure as well as provide answers to their inquiries Duties accordingly. Also will interact and communicate with our doctors and medical professionals to provide the best possible medical and financial solutions for the patients' as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility.

b. Duties and Responsibilities

- I. To make sure that the radiation protection in the department is maintained;
- II. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- III. To prepare patients for further procedure;
- IV. To assist Radiographer in setting control for correct exposures;
- V. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- VI. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- VII. To maintain a professional friendly atmosphere and create a dignified Environment;
- VIII. Prepare various patient reports as directed by your superior;
- IX. Adhering to working schedule accordingly within the pharmaceutical sections
- X. To do other tasks in the field that will be assigned by your supervisor.

c. Minimum Qualifications:

Holder of Diploma in one of the following fields: Radiography, Diagnostic Radiography, Medical Imaging from any recognized institution or in any related field and registered by the Medical Radiology and Imaging Professional Council and must have a valid practicing license will be added advantage.

7. Vacant Positions: Medical Attendant/Community Health Worker x 3 and Phlebotomist x 1 – Duty station: DSM

a. Job Purpose:

The incumbent will be responsible for providing assistance to patients who need help with daily activities. They commonly provide this care in a hospital setting, but may also be involved in helping medical health services provider or other medical support services. Patient attendants must have strong interpersonal skills and compassion for the people they serve as well as performing procedures in order to meet the minimum standards of the company operations activities in Health facility.

b. Duties and Responsibilities

- i. Proven work experience as a Community Health Worker or similar role
- ii. Experience working with people of different cultures and socio-economic backgrounds
- iii. Understanding of the healthcare system and how to help patients find necessary resources
- iv. Keeping track of medications and scheduling appointments for follow-up care
- v. Providing emotional support to patients by encouraging them during difficult treatments or procedures
- vi. Keeping track of medical records, including updating information as it changes over time
- vii. Helping patients get comfortable by adjusting pillows or blankets, or providing other assistance as needed
- viii. Assisting patients with special needs such as disabled patients who require assistance with daily activities
- ix. Clearing equipment before and after use, sterilizing and storing instruments, and disposing of biohazards waste
- x. Providing transportation to doctors' offices or hospitals for appointments or surgery
- xi. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- xii. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;

- xiii. To maintain a professional friendly atmosphere and create a dignified Environment;
- xiv. Prepare various patient reports as directed by your superior;
- xv. Adhering to working schedule accordingly within the nursing and midwifery sections
- xvi. To do other tasks in the field that will be assigned by your supervisor.

c. Minimum Qualifications:

Must attended Medical Attendant course, Pre-nursing course certificate from recognized Institutions and any other equivalent qualifications from recognized institutions. Proven experience as a patient attendant, nurse assistant, or related role, Basic understanding of medical procedures and terminology, **Phlebotomy knowledge** and Ability to follow instructions and take direction well will be added advantage.

8. Vacant Positions: Front Office Assistant x 2 - Duty station: DSM

a. Job Purpose:

Front Office Assistant is responsible to help patients feel welcomed while supporting the success of hospital activities in our daily operations. A front office assistant is responsible for being the first point of contact as patients come into the hospital. Will be responsible to create first impression and good rapport through greetings the patients, collect their information, answer any questions, schedule appointments, and verify any clerical procedures including insurance information. Will oversee and execute everyday administrative tasks to ensure that the front desk operation activities run smoothly and successfully.

b. Duties and Responsibilities

- i. Answer phone calls, emails, and in-person inquiries
 - a. Communicate with patients to set up and schedule optimal appointment times
 - b. Gather and track medical information from patients
 - c. Organize and input data into electronic health records
 - d. Inquire and process patients' health insurance
 - e. Support office with administrative and secretarial tasks
 - f. Communicate with internal office team and providers to ensure patients are helped and everyday tasks are accomplished
 - g. Understand and maintain hospital policy and regulations as updated time to time.
 - h. Collaborating with the management to ensure standards of service as per requirement;
 - i. Adhering to Health and Safety issues and wellbeing of the staff;
 - j. Adhering to working schedule accordingly within the front desk sections
 - k. To do other tasks in the field that will be assigned by Directors.

c. Minimum Qualifications:

Holder of Public Administration, Marketing and Public relations, Business Administration, Front Office Operations, Tourism Management and Others related discipline from recognized Institutions and any other equivalent qualifications from recognized institutions. However the candidate with strong Business communication skills, customer care and interpersonal skills will be added advantage.

9. Vacant Positions: Records Assistant x 1 - Duty station: DSM

a. Job Purpose:

Records Assistant is responsible for records keeping while supporting the success of hospital activities in our daily operations. Records assistant is responsible for filing system at the hospital. The incumbent will be responsible to provide assistance to the administration, in managing and maintaining records. Compile, gather and organize reports, documents and records. Process, scan and index records. Keep records in a safe and secure manner under

lock and key. Will oversee and execute everyday administrative tasks to ensure that the records operation activities run smoothly and successfully.

b. Duties and Responsibilities

- i. Creating and maintaining a records management system.
- ii. Performing data entry tasks.
- iii. Updating existing records.
- iv. Maintaining company archives.
- v. Retrieving information from the filing system when requested
- vi. Support office with administrative and secretarial tasks
- vii. Understand and maintain hospital policy and regulations as updated time to time.
- viii. Collaborating with the management to ensure standards of service as per requirement;
- ix. Adhering to Health and Safety issues and wellbeing of the staff;
- x. Adhering to working schedule accordingly within the records section.
- xi. To do other tasks in the field that will be assigned by supervisor.

c. Minimum Qualifications:

Holder of Ordinary Diploma in Records Management, Management of Health Information system, Records and Archive Management and others related discipline from recognized Institutions and any other equivalent qualifications from recognized institutions. However the candidate with strong Business communication skills, customer care and interpersonal skills will be added advantage.

GENERAL REQUIREMENTS:

- i. The applicant should be with working experiences not less than 3years in the same positions,
- ii. All applicants must attach up-to-date Curriculum Vitae (CV) having reliable contact information such as; postal address, Email, and telephone numbers and the CV should include three referees,
- iii. All applicants must attach their CERTIFIED copies of their Certificates,
- iv. All the applications should be sent through e-mail only to the following address;

**DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION,
DECCA MEDICS COMPANY LTD,
P.O.BOX 372
DODOMA
E-MAIL:decohasvacancy@gmail.com**

Deadline for application will be on 10th September, 2023. The candidate who will be shortlisted will be contacted for interview.