



## **DODOMA CHRISTIAN MEDICAL CENTER TRUST**

### **JOB VACANCIES**

The mission of DCMC Trust is to provide accessible and sustainable quality health care through a Tanzanian comprehensive health system which encompasses community-based prevention and primary, secondary and selected specialized and super-specialized care.

DCMC Hospital is a Christian Health Ministry owned by the Registered Trustees of Dodoma Christian Medical Center Trust (DCMCT) located at Imagi Hill, Ntyuka Dodoma. Since its establishment it has served thousands of patients as a multispecialty hospital offering quality health care for the people of Central Tanzania and in collaboration with other stake holders and in line with the Government policies.

DCMC Trust is an equal opportunity employer offering stable and professional working environment with competitive remuneration and benefits.

DCMC Hospital invites qualified Tanzanians to fill in the following vacant positions:

#### **1. CHIEF OF NURSING SERVICES (MATRON) - 1 POSITION**

##### **1.1. Job Summary:**

The incumbent will oversee the quality and efficiency of patient care. This is an administrative and strategic planning role that involves maintaining standards of care, monitoring nursing staff, and ensuring compliance with all regulations. The incumbent will review department management reports, communicate issues with hospital leadership, and help with budgeting. S/he will be responsible for planning, coordination and implementation of long- and short-term plans for nursing activities in clinical departments. S/he will supervise all line divisions heads and ensure performance targets are met.

##### **1.2. Duties and responsibilities**

- To supervise overall nursing activities at the hospital
- To plan organize and supervise nursing care for patients at the hospital
- To plan and execute preventive healthcare activities within and outside the hospital
- To ensure adherence to national standards, guidelines and protocols for nursing practice in Tanzania
- To evaluate nursing services and use the information gathered to improve the quality of services
- To ensure cleanness and infection control protocol is adhered to by all staff in all sections
- To advise management on the required nursing standards staffing levels qualifications and specific skills in the hiring process
- To write reports and ensure timely distribution of reports to the municipal and other stakeholders
- To respond to specific customers' needs and complaints and resolve any arising dissatisfaction and conflicts arising during staff/patient/relatives' interaction
- To perform any other related duties as may be assigned from time to time

### 1.3. **Qualifications and Experience:**

- Holder of Master's Degree in Nursing or equivalent Postgraduate diploma from a recognized institution.
- Must be registered by the Tanzania Nursing and Midwifery Council
- Must have worked for at least two (2) years as an Assistant Nursing officer of Nursing officer.
- Must have a minimum of five (5) years working experience as a matron in a busy reputable hospital.
- Must have a valid practicing license.

### 1.4. **Personal Attributes**

- Able to develop in-depth knowledge of principles of new public management and familiar with health reforms.
- Good leadership skills and qualities and able to work in a team
- Able to communicate with proven interpersonal skills and proven problem-solving skills
- Versality in the critical management skills of transformation leadership, action planning, performance and total quality management, team building, decision making, problem solving and change management.

## 2. **MEDICAL SPECIALIST II (Oral and Maxillofacial Surgeon) - 1 Position**

### 2.1. **Job Summary:**

The incumbent will diagnose patients and treat various conditions affecting the oral and maxillofacial regions. The incumbent will perform emergency and scheduled treatments, maintaining patient records, as well as providing suitable after-care instructions and recommendations.

The incumbent will perform corrective and therapeutic procedures on the mouths and jaws of their patients and often work in conjunction with other dentists, surgeons, and orthodontists.

### 2.2. **Duties and Responsibilities**

- To provide routine specialized dental services for in-patients and out patients;
- To perform general oral and maxillofacial surgical procedures including tooth extractions, dental implants, orthognathic surgery, and soft tissue surgeries
- To perform surgical care both inpatient and outpatient
- To treat diseases, injuries, and deformities of oral and maxillofacial regions, including the functional and aesthetic aspects of these anatomical regions
- To perform all surgical and diagnostic procedures, such as oral biopsies, bone grafts, extraction of impacted teeth, and placement of dental implants
- To perform all procedures related to oral pathology, oral medicine, and oral and maxillofacial radiology
- To raise awareness for prevention of oral cancer and perform oral cancer screenings
- To provide care for all patients with complex dental needs, which may include: complex extractions, complex oral surgery, complex implant surgery, complex bone grafting, and reconstructive jaw surgery
- To perform operations related to maxillofacial prosthetics
- To prepare patients for surgery
- To perform pre- and post-surgical procedures

- To guide patients regarding post-surgical care and instructions
- To undertake ward rounds on postoperative patients
- To participate in the training of student doctors in their areas of specialization
- To prepare periodic reports regarding dental services;
- To plan and supervise outreach programmes in their areas
- To carry out research in the dental field and publish results for consumption by other experts
- To plan, supervise and evaluate dental services offered in his field
- To supervise junior dental doctors and give them technical advice
- Support hospital mission, vision, and values
- To perform any other related duties as may be assigned by his supervisor

### **2.3. Qualifications and Experience:**

- Holder of Masters of Doctor of Dental Surgery Degree Specialized in oral and maxillofacial from a recognized University
- Must be registered by the Tanganyika Medical Council as a dental surgeon
- Must be a holder of Degree in Doctor of Dental Surgery (DDS)
- Must have a valid practicing license.
- At least two (2) years working experience as a Dental Surgeon
- Two (2) years of working experience as oral and maxillofacial surgeon in a related field in busy and reputable institution.

## **3. MEDICAL SPECIALIST II (Orthodontist) – 1 Position**

### **3.1. Job Summary:**

The incumbent will evaluate and treat dental conditions, with a particular focus on issues related to the alignment of teeth, jaws, and surrounding areas. S/he will design, fabricate, or use orthodontic appliances to realign teeth and jaws in order to allow for normal functioning and to improve appearance. The incumbent will make models and measurements for braces and appliances, as well as provide repairs and routine maintenance of the appliances. The incumbent will educate patients on the proper use of the appliances and how to care for their teeth while braces are in place.

### **3.2. Duties and Responsibilities**

- To diagnose issues related to misalignment of the teeth and jaw and develop a recommended treatment plan.
- To evaluate and treat dental conditions, with a particular focus on issues related to the alignment of teeth, jaws, and surrounding areas
- To Examine, diagnose, and treat dental malocclusions
- To provide patients with proposed treatment plans and cost estimates
- To Design and fabricate appliances to realign teeth
- To create teeth moulds
- To place and adjust braces and other dental appliances and equipment
- To fit patients for dentures, braces, and other orthodontic appliances
- To assess the severity of conditions such as underbites, overbites, spacing, crowding and others
- To educate patients about improving and maintaining orthodontic care, and promoting routine dental health care

- To administer medication to address patient discomfort during procedures
- To foster an environment where patients are comfortable and understand their health is our top priority
- To diagnose teeth, mouth, and jaw abnormalities
- To prepare mouths for braces or other treatments with spacers, arch wires, etc.
- To treat occlusion issues and other oral conditions
- To collaborate with other specialists, such as dentists and oral surgeons, to coordinate orthodontic services within a patient's overall treatment plan
- To Schedule regular checkups with patients to make adjustments to orthodontic appliances, such as tightening braces, and track patient progress
- To educate patients about ongoing orthodontic care and explaining proper oral hygiene methods for good oral health
- To provide referrals to other professionals, such as oral surgeons, when needed

### **3.3. Qualifications and Experience**

- Holder of Masters of Doctor of Dental Surgery Degree Specialized in Orthodontics from a recognized University
- Must be registered by the Tanganyika Medical Council as a dental surgeon
- Must be a holder of Degree in Doctor of Dental Surgery (DDS)
- Must have a valid practicing license.
- At least two (2) years working experience as a dental surgeon
- Two (2) years of working experience as an orthodontist in a related field in busy and reputable institution.

## **4. MEDICAL SPECIALIST II (General Surgeon)**

### **4.1. Job Summary**

The incumbent will perform operations involving the endocrine system, gastrointestinal tract, liver, colon, and other major parts of the human body. S/he will be responsible for examining patients, diagnosing, and recommending the best course of action. S/he will perform procedures including appendix or gallbladder removals, colonoscopies, thyroidectomies, and bariatric surgeries.

### **4.2. Duties and Responsibilities**

- To attend in and out patients;
- To examine patients and making diagnoses to determine the need for surgery.
- To perform surgical procedures to prevent or correct injury, disease, deformities and patient function while adhering to regulatory and ethical protocols
- To prescribe preoperative and postoperative treatment and procedures
- To ensure sterility in the operating room, and all equipment and instruments
- To oversee all treatment prior to and post-surgery, and identify associated risks
- To attend emergency medical duties;
- To carry out specialized investigations of admitted patients;
- To ensure that prescribed instructions are carried out;
- To conduct specialized operations of his specialized field of study;
- To conduct on the job training to the junior staff;
- To carry out service and participating in major ward rounds;
- To supervise medical students and interns in clinical duties;
- To participate fully in morning clinical sessions and patient presentation;

- To conduct research to develop and test surgical techniques in order to improve procedures and surgery
- To conduct outreach programs; and
- To perform any other related duty assigned by the Supervisor.

#### **4.3. Qualification and experience**

- Holder of Master of Medicine Degree (M.Med) in General Surgery
- Must be registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree
- Must have a valid practicing license
- At least two (2) years working experience as a medical doctor
- Two (2) years of working experience as a General Surgeon in a related field in busy and reputable institution.

### **5. MEDICAL SPECIALIST II (Pediatrician) – 1 Position**

#### **5.1. Job Summary**

The incumbent will conduct thorough examinations, diagnose illness, prescribe medications, administer vaccines and provide guidance to parents regarding their child's health, development, and well-being. The incumbent will be responsible to monitor and promote the overall health and normal physical development of newborns, young children, and adolescents.

#### **5.2. Duties and responsibilities**

- To attend in and out patients;
- To conduct regular thorough examinations on newborns and young children to check and record their health and normal physical development
- To examine sick children to determine their condition and ask intuitive questions to gather information about symptoms
- To prescribe medications and give detailed instructions for administration
- To order and analyze diagnostic and laboratory tests and procedures
- To prescribe and interpret appropriate laboratory tests to gain more information for possible infections or abnormalities
- To attend emergency medical duties;
- To carry out specialized investigations of admitted patients;
- To ensure that prescribed instructions are carried out;
- To conduct specialized operations of specialized field of study;
- To conduct on the job training to the junior staff;
- To carry out service and participating in major ward rounds;
- To supervise medical students and interns in clinical duties;
- To prepare and administer vaccines according to the governmental vaccination plan
- To examine and treat injuries and refer the little patients to physicians of other disciplines when necessary (e.g. surgeons, ophthalmologists, orthopaedists etc.)
- To advise parents on children's diet, exercise and disease preventive measures
- To keep abreast of advancements in paediatrics and best practices by attending seminars and conferences.
- To participate fully in morning clinical sessions, patient presentation and journal clubs;
- To perform any other related duties assigned by the Supervisor.

#### **5.3. Qualification and experience**

- Holder of Master of Medicine Degree (M.Med) in Pediatrics
- Must be registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree.
- Must have a valid practicing license
- At least two (2) years working experience as a medical doctor
- Two (2) years of working experience as a pediatrician in a related field in busy and reputable institution.

## **6. MEDICAL SPECIALIST II (Internal Medicine) – 1 position**

### **6.1. Job Summary**

The incumbent will be responsible for conducting physical examinations to make diagnoses, prescribing treatments and counselling patients about lifestyle changes that can lead to health improvements.

### **6.2. Duties and responsibilities**

The primary responsibility is to deliver quality patient care by performing the following duties:

- To attend in and out patients;
- To attend emergency medical duties;
- To carry out specialized investigations of admitted patients;
- To ensure that prescribed instructions are carried out;
- To conduct specialized operations of his specialized field of study;
- To consult with patients to understand their symptoms and health concerns.
- To diagnose and treat acute illnesses, such as bacterial and viral infections, as well as chronic diseases and conditions, such as hypertension, heart disease, or diabetes.
- To prescribe and administer medication, therapy, and other specialized medical care to treat or prevent illness, disease, or injury.
- To explain procedures and discuss test results or prescribed treatments with patients.
- To monitor patients' conditions and progress, and re-evaluate treatments, as necessary.
- To provide health and wellness advice to patients, including diet, physical activity, hygiene, and disease prevention.
- To immunize patients against preventable diseases.
- To maintain detailed notes of appointments with patients, including comments, tests, and/or treatments prescribed, and test results.
- To conduct research into the testing and development of new medications, methods of treatment, or procedures to prevent or control illness, disease, or injury.
- To conduct on the job training to the junior staff;
- To carry out service and participating in major ward rounds;
- To supervise medical students and interns in clinical duties;
- To participate fully in morning clinical sessions, patient presentation and journal clubs;
- To participate in research activities;
- To conduct outreach programs; and
- To perform any other related duty assigned by the Supervisor

### **6.3. Qualification and experience**

Holder of Master of Medicine Degree (M.Med) in internal medicine

- Must be registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree.

- Must have a valid practicing license
- At least two (2) years working experience as a medical doctor
- Two (2) years of working experience as a Medical Specialist in Internal Medicine in a related field in busy and reputable institution.

## **7. MEDICAL SPECIALIST II (Anesthesiologist) – 1 Position**

### **7.1. Job Summary**

The incumbent is responsible for monitoring patient comfort before, during, and after surgical or medical procedures through the administration of anaesthesia and other medications.

### **7.2. Duties and responsibilities:**

- To examine patients to ensure they are prepared for surgery
- To monitor vital signs during surgery
- To manage medical problems if they occur during surgery
- To discuss risks and benefits of anesthesia with the patient and their families.
- To consult with surgeons and doctors to ascertain the length of surgery and how long a patient needs to be under anesthesia.
- To consult with patients pre- and post-anesthesia.
- To put patients under anesthesia and monitor their vital signs during and after anesthesia.
- To use intravenous, local, caudal or spinal methods to administer sedation or pain medications during surgical and other medical procedures
- To supervise patients and monitor their pain medications before, during and after surgery; offset adverse complications or reactions; record amount and type of anaesthesia as well as the patients' conditions throughout procedures
- To determine risk during medical procedures by taking medical histories, examining patients and ordering diagnostic procedures like x-rays and laboratory tests; discuss with other healthcare professionals about the method and type of anaesthetic to make patients numb to pain
- To provide and sustain airway management and life support during emergency surgery
- To monitor patients' post-surgery and determine when they are stabilized enough to move to another room or go home
- To manage anesthesiologic services and coordinate with other professionals to formulate procedures and plans; direct the duties of medical technicians, nurses and other healthcare support staff
- To educate patients and families on post-procedure care and possible complications; instruct on different ways to prevent disease and improve health

### **7.3. Qualification and experience**

Holder of Master of Medicine Degree (M.Med) in Anaesthesiology

- Must be registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree.
- Must have a valid practicing license
- At least two (2) years working experience as a medical doctor

Two (2) years of working experience as a Medical Specialist in Anaesthesiology in a related field in busy and reputable institution

## **8. MEDICAL SPECIALIST II (Trauma Surgeon) – 1 position**

### **8.1. Job Summary**

The incumbent is responsible for to perform emergency surgeries on patients suffering from acute injuries and illnesses. To diagnose and surgically treat patients who have sustained critical, life-threatening, penetrating, and blunt force injuries. S/he will perform emergency surgeries and diagnostic tests, take patients' histories, and prescribe medications.

### **8.2. Duties and responsibilities:**

- To examine patients, make initial assessments, and question patients and family members on complaints, symptoms, and medical history.
- To conduct diagnostic tests and determine instruments and methods of surgery.
- To perform emergency procedures, such as endotracheal tube intubation, pericardiocentesis, and ultrasonographic evaluations.
- To perform operations on critical, often multiple, injuries to different organ systems.
- To work with other specialized Surgeons to stabilize patients in critical condition.
- To coordinate nurses, assistants, anaesthesiologists, specialists, and other medical staff required for surgery.
- To provide in-service training on new surgical technology.
- To implement and oversee trauma surgical procedures, including pre and post-op care
- To interpret surgical plans, algorithms, and outcomes data, ensuring adherence to protocol
- To develop and implement clinical plans and guidelines
- To recommend new and alternative procedures or equipment to address new patient treatment needs
- To review surgical outcomes, ensuring improvements in patient care quality

### **8.3. Qualification and experience**

- Holder of Master of Medicine Degree (M.Med) in Orthopedics and Trauma
- Must be registered with the Medical Council of Tanganyika.
- Must be a holder of a Doctor of Medicine Degree.
- Must have a valid practicing license
- At least two (2) years working experience as a medical doctor

Two (2) years of working experience as a Medical Specialist in Orthopedics and Trauma in a related field in busy and reputable institution

## **9. MEDICAL DOCTOR – 2 POSITIONS**

### **9.1. Job summary:**

The incumbent will be responsible for the provision of quality and compassionate health care diagnosing illnesses or treating injuries in order to restore patients' optimum health. The incumbent will perform health assessments, run diagnostic tests, prescribe medication, create treatment plans and provide health and wellness advice to patients. S/he will be responsible for ordering diagnostic tests and interpreting the results of these tests to determine what illness a patient has or the extent of a specific injury.

### **9.2. Duties and responsibilities**

- To promote the health and safety of their patients by providing proactive treatment and diagnoses.
- To speak with patients to address their health concerns, conducting physical examinations to ensure their patients' health and administering vaccinations for common illnesses or allergies.



- To maintain regularly updated patient medical records that document all evaluations, medications, treatments, allergies, test results and other records
- To evaluate a patient's symptoms and determine the most appropriate course of treatment to address them
- To diagnose patient conditions using examinations and tests.
- To prescribe treatment and medications for illnesses or injuries based on medical examination and tests findings
- To attend inpatient and out patients visiting the Hospital.
- To attend emergency medical duties.
- To carry out investigations of admitted patients
- To ensure that prescribed instructions are carried out.
- To conduct minor/major operations and assist the specialists when the need so demands
- To assist Surgeons and senior physicians at operations
- To carry out service and participating in major ward rounds.
- To supervise medical students and interns in clinical duties.
- To ensure that patients are properly prepared for surgery
- To participate fully in morning clinical sessions and patient presentation
- To participate in research activities
- To ensure adherence to standard operating procedure and DCMCT business process
- To perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

### **9.3. Qualifications, experience and competences:**

- Holder of Doctor of Medicine (MD) degree or MBCHB or its equivalent from a recognized Institution.
- Must have completed a one-year Internship at the recognized Health Facility
- Must be registered by the Medical Council of Tanganyika (MCT) as a Medical Doctor
- Must have a Valid practicing license
- At least Four (4) years working experience
- Must have Computer skills

## **10. ASSISTANT NURSING OFFICER II – 10 positions**

### **10.1. Job summary:**

The incumbent will be responsible for the provision of quality and compassionate health care in order to restore patients' optimum health. The incumbent will perform general nursing care of patients, administering drugs and other treatments as prescribed by medical doctors'

### **10.2. Duties and responsibilities**

- To assess patients' conditions and identify their needs;
- To ensure treatments are carried out as prescribed and observe any side effects;
- To follow hospital policy in respect of custody and administration of all drugs
- To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital
- To ensure the safe care and custody of patient's property in accordance with the hospital policy

- To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles
- To maintain a professional friendly atmosphere and create a dignified environment;
- Ensure adherence to standard operating procedure and DCMCT business process
- To assist Medical Doctors and senior nurses in their day-to-day activities
- To follow professional instructions from doctors in relations to patient care at the Hospital
- To assist in maintaining the medicines and the medical instruments of the hospital
- To assist in preparation of the emergency kit and ensure that it is sufficiently equipped all the time ready for use
- To initiate requisition for medicines and other medical supplies.
- To ensure that accurate nursing records are maintained in accordance with agreed policy.
- To deliver quality nursing services to patients and assist subordinate staff to deliver the same using appropriate nursing process.
- To provide health education and counselling to patients and staff.
- To assess patient's condition, plan, implement, document and evaluate individualized care.
- To collect and analyse health statistics and provide appropriate recommendations.
- To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital
- To keep and maintain up-to date inventory and report any loss or damage at the work place promptly.
- To demonstrate an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients;
- Perform any other duties relevant to the scope of work, duties and responsibilities that may be assigned by the supervisor from time to time.

**10.3. Qualifications, experience and competences:**

- Holder of Diploma in Nursing from a recognised Institution
- Full Registration by the Nursing and Midwives Council.
- Must have a Valid practicing license
- Must have Computer skills
- Minimum 2 years of experience in a similar role is required.

**11. LABORATORY TECHNOLOGIST II – 2 POSITIONS**

**11.1. Job summary**

Carrying out laboratory examination of samples and recording the results under the supervision of a senior laboratory Technologist and inspecting, storing laboratory reagents, equipment and chemicals used in laboratory tests and examinations

**11.2. Duties and Responsibilities:**

- To receive, extract and record samples for laboratory examinations;
- To prepare laboratory equipment and chemicals for laboratory tests and examinations;
- To inspect and store laboratory reagents, equipment and chemicals used in laboratory tests and examinations;
- To keep and maintain laboratory records;
- To maintain the list of laboratory equipment in the unit;
- To carry out laboratory examination of samples and record the results under the supervision of a senior laboratory Technologist;

- To prepare re-agents for routine examination of patients
- To carry out diagnostic procedures as advised by doctors
- To ensure that all laboratory equipment is in working order and report any malfunction to the concerned authorities;
- To ensure that the laboratory is kept clean and the glassware is available and clean;
- To ensure that all samples for investigations are kept in safe custody;
- To maintain a record of the findings of all investigations carried out; and
- To Perform any other duties related to his/her work as assigned by his/her superior.

### 11.3. Qualification and Experience

- Holder of a Diploma in Health Laboratory from any recognized Institution
- Must be registered with by the Health Laboratory Practitioners Council as Laboratory Technologist
- Valid practicing license is required
- Basic knowledge in computer studies
- Minimum 2 years of experience in a similar role is required

### GENERAL CONDITIONS FOR ALL POSTS

1. Applicants must attach an up-to-date current **Curriculum Vitae (CV)** having reliable contact postal address, email address, and reachable telephone numbers.
2. Applicants should apply on the strengths of the information given in this advertisement.
3. The title of the position applied for should be written in the subject of the application letter/e-mail and marked on the envelope
4. Applicants **must** attach their detailed relevant certified copies of Academic certificates/transcripts as follows:
  - Postgraduate Degree, First Degree/Advanced Diploma, Diploma/Certificates.
  - Form IV and Form VI National Examination Certificates.
  - Computer Certificates where applicable.
  - Professional Certificates/Licenses from respective boards where applicable.
  - One recent passport size picture and copy of birth certificate.
  - Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.
  - Applicants should indicate three **reputable work-related referees** with their reliable contacts.

**Only shortlisted candidates** will be informed the date of the interview

### APPLICATION INSTRUCTIONS:

Application letters should be POSTED or HAND DELIVERED to the Following address on or before 04.00 p.m. on **15 February 2024** (i.e., Deadline for receiving applications)

Director  
DCMC Hospital  
Imagi Hill, Ntyuka P O Box 658  
**Dodoma**

Those using e-mail should submit their applications to [jobs@dcmct.or.tz](mailto:jobs@dcmct.or.tz)