

Careers at Direct Aid Hospital



Direct Aid Society has been running medical centers in the country for many years. As part of its strategy, it has constructed Direct Aid Hospital, which is expected to be a premier tertiary teaching and healthcare facility for the inhabitants of Tabata, in Ilala Municipality of Dar es Salaam. Direct Aid Hospital aims to provide access to quality healthcare to all who need it, with a special focus on serving patients from poor communities. The hospital is expected to employ a team of medical professionals and staff committed to providing the highest standards of healthcare. The team is dedicated to working together to ensure that families receive outstanding medical services, first-rate facilities, and compassionate care.

We are excited to invite talented and passionate individuals to join our team and help us achieve our mission. If you are looking for a rewarding career in healthcare and are dedicated to making a positive impact in the community, we encourage you to apply for the following positions.

Position: Medical Doctor

Number of Vacancies: 6

The Role

As a general practitioner, your responsibilities will span across Obstetrics and Gynaecology, Surgery, Internal Medicine, Pediatrics, Preventive Medicine and Emergencies settings based on operational needs. Your duties will include taking detailed patient histories, conducting thorough examinations, and ordering appropriate tests to establish diagnoses. Depending on your competencies and under the guidance of your clinical supervisor or specialist, you will provide both medical treatment and some surgical care. You are expected to uphold the highest standards of care, ensuring exceptional quality. Educating patients on disease prevention, early detection, and patients referral will also be a key part of your role. Collaboration with fellow general practitioners is essential, and your support will be highly valued. Additionally, you will participate in the on-call team, rotating through on-call duties, which include weekends and emergency shifts. This position offers extensive opportunities for on-the-job learning and professional development.

Requirements

- Holder of Doctor of Medicine (MD) from a recognized institution with successful completion of one-year internship and with at least 2 years of working experience from a reputable organization.
- Registered with the Tanganyika Medical Council as medical doctor.
- Computer literate
- Excellent interpersonal skills
- Excellent verbal and written communication skills (both English and Swahili)
- Team-worker with client focus and flexibility
- A pro-active attitude and eagerness to work

Position: Dental Surgeon

Number of Vacancies: 2

The Role

As a Dental Surgeon, your responsibilities will encompass various aspects of dental care, including Oral and Maxillofacial Surgery, Restorative Dentistry, Endodontics, Periodontics, and Preventive Dentistry. Your duties will involve taking detailed patient histories, conducting thorough oral examinations, and ordering appropriate diagnostic tests to establish accurate diagnoses. Based on your competencies and under the guidance of your clinical supervisor or specialist, you will provide both medical and surgical dental treatments. You are expected to uphold the highest standards of dental care, ensuring

exceptional quality and patient satisfaction. Educating patients on oral hygiene, disease prevention, early detection, and referral for specialized care will be a key part of your role. Collaboration with fellow dental practitioners and healthcare professionals is essential, and your support and input will be highly valued. Additionally, you will participate in the on-call team, rotating through on-call duties, which may include weekends and emergency shifts. This position offers extensive opportunities for on-the-job learning, professional development, and the chance to make a significant impact on patients' oral health and overall well-being.

Requirements

- Holder of Doctor of Dental Surgery Degree from a recognized institution with successful completion of one-year internship and with at least 2 years of working experience from a reputable organization.
- Registered with the Tanganyika Medical Council.
- Computer literate
- Excellent interpersonal skills
- Excellent verbal and written communication skills (both English and Swahili)
- Team-worker with client focus and flexibility
- A pro-active attitude and eagerness to work

Position: Nursing Officer

Number of Vacancies: 6

The Role

We are looking for dedicated Nursing Professionals who possess strong interpersonal and communication skills, compassion, integrity, and the ability to work effectively within a team. You will perform the requisite nursing activities for admission, discharge, and transfer of patients, provide direct bedside nursing care, and ensure the personal hygiene of patients with the assistance of support staff. Responsibilities include administering medications, performing urine tests, caring for critically ill patients, and providing pre-operative and post-operative intensive care. You will observe, record, and report vital signs and procedures, develop nursing care plans, assist in feeding patients, and address their nutritional needs. Additionally, you will conduct patient health education, communicate with patients' relatives about their condition, perform technical procedures, assist in diagnostic and therapeutic procedures, care for the dying and dead, and handle the collection and dispatch of samples. Adherence to infection control and waste management policies is essential.

Requirements

- Holder of Bachelor in Nursing or Midwifery from a recognized university or Institution;
- Must be registered by the Tanzania Nurses and Midwifery Council
- Must have at least three (3) years of professional working experience as

- Have the right attitude, Willingness to learn and safe around the patients.
- Solid understanding of patient safety and precautions
- A great team player with excellent communication skills
- Excellent problem-solving skills.
- Good communication skills.

Position: Anesthetist

Number of Vacancies: 3

The Role

We are looking for competent Anaesthetists with demonstrated personal integrity, compassion, firmness, strong interpersonal and communication skills, and a team player mentality. You will perform pre-operative patient visits, explaining procedures to patients, and checking for any medical conditions that could create problems under anaesthesia. You will prepare the operating room by checking the anaesthesia machine, supplies, medicine, and gases at the beginning and end of each shift and before each patient. Ensuring the patient operation checklist is filled out for every patient before surgery is crucial. You will administer anaesthetics and intravenous fluids and basic anaesthetic drugs to patients, initiate remedial measures to prevent or minimize anaesthesia complications, and document all anaesthesia notes in patients' files. Post-operative patient visits will be performed to rule out any complications secondary to anaesthesia. You will respond promptly to patient resuscitation calls in emergency situations across the hospital and adhere to infection control and waste management policies.

Requirements

- Diploma in Nursing and Certificate of Anesthesia from a recognized university or Institution; a Bachelor of Science in Nursing and Midwifery (BSc Midwifery) will be an added advantage.
- Must be registered by the Tanzania Nurses and Midwifery Council
- Must have at least three (3) years of professional working experience
- Have the right attitude, Willingness to learn and safe around the patients.
- Solid understanding of patient safety and precautions
- A great team player with excellent communication skills
- Excellent problem-solving skills.
- Good communication skills.

Position: Assistant Nursing Officer

Number of Vacancies: 10

The Role

We are looking for dedicated Nursing Professionals who will assess patients' conditions, identify their needs, and ensure treatments are carried out as prescribed while observing any side effects. You will follow hospital policies regarding the custody and administration of all drugs, especially DDA drugs. Maintaining personal contact with patients, their relatives, and visitors is essential to enhance the patient's quality of life and the hospital's good standing. You will ensure the safe care and custody of patients' property and maintain health and safety by adhering to infection prevention and control principles. Creating a professional, friendly atmosphere and a dignified environment is crucial. Additionally, you will perform any other related duties as assigned by your Supervisor.

Requirements

- Holder of Diploma in one of the following fields; Nursing, Midwifery or equivalent qualifications from a reputable institution
- Must be registered by the Tanzania Nurses and Midwifery Council
- Must have at least two (2) years of professional working experience as
- Have the right attitude, Willingness to learn and safe around the patients.
- Solid understanding of patient safety and precautions
- A great team player with excellent communication skills
- Good communication skills.

Position: Biomedical Engineer

Number of Vacancies: 1

The Role

We are seeking a diligent and skilled Biomedical Engineer to join our team. In this role, you will carry out preventive maintenance schedules for all laboratory and hospital equipment, ensuring they are in optimal working condition. You will be responsible for the inspection and calibration of all Hospital's medical equipment and the safe custody of workshop tools. Additionally, you will ensure timely availability of spares for repairs and maintenance. You will also perform any other duties assigned by the supervisor, contributing to the efficient operation and maintenance of hospital equipment and facilities.

Requirements

- Holder of Bachelor Degree in Biomedical Engineering field from a reputable institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer

- Proficiency in preventive maintenance, inspection, calibration, and repair of medical and laboratory equipment
- Strong analytical skills to troubleshoot and resolve equipment issues efficiently.
- Must have at least two (2) years of professional working experience preferably in a hospital setting;
- Must have excellent computer skills;
- A great team player with excellent communication skills.

Position: Clinical Optometrist

Number of Vacancies: 1

The Role

We are seeking a skilled and compassionate Clinical Optometrist to join our healthcare team. The Clinical Optometrist will be responsible for providing comprehensive eye and vision care to patients, including performing eye examinations, diagnosing visual problems or eye diseases, and prescribing corrective lenses and treatment plans. The ideal candidate will have a strong background in optometry, excellent patient care skills, and the ability to work collaboratively within a multidisciplinary team

Requirements

- Holder of Bachelor of Science in Optometry from a reputable university and one-year internship from a recognized institution.
- Valid optometry license of practice.
- A minimum of 2 years of proven experience as a Clinical Optometrist, preferably in a clinical or hospital setting.
- Strong knowledge of eye anatomy, visual disorders, and ocular diseases.
- Proficiency in using diagnostic equipment and optometric instruments.

Position: Drivers

Number of Vacancies: 2

The Role

We are seeking a skilled and dedicated Ambulance Driver to join our emergency response team. In this role, you will be responsible for driving the ambulance or other emergency vehicles to transport sick or injured persons to the hospital or convalescents to their destinations. Your duties will include adhering to traffic rules and regulations, avoiding sudden motions detrimental to patients, and administering first aid as needed. You will report accident or emergency facts to hospital personnel, perform routine vehicle check-ups, and assist paramedics in handling patients. Additionally, you will ensure the cleanliness and maintenance of the ambulance, inspect it before each shift, and report any

needed repairs. Your commitment to safety and efficiency will be crucial in providing timely and effective emergency response and patient transport

Requirements

- Holder of Form IV/VI Certificate with Class E or C1 Valid Driving License, Trade Test II and Advanced Drivers Certificate Grade II from a reputable institution like VETA/NIT, with not less than four (4) years driving experience
- Excellent written and Verbal Communication Skills
- Interpersonal sensitivity

Position: Environmental Health Officer

Number of Vacancies: 1

The Role

We are looking for a dedicated Environmental Health Officer with strong organizational and communication skills, attention to detail, and the ability to work effectively within a community and regulatory framework. Your responsibilities will include advising on and ensuring the best ways to distribute clean water and maintain quality control, overseeing the proper collection and disposal of clinical and non-clinical waste, and educating the community on methods to avoid and combat disease outbreaks. You will collect and assess statistics regarding environmental health, ensure the implementation of by-laws on environmental health, and prepare and submit reports on implementation to the responsible unit. Additionally, you will conduct inspections on food, water, and chemicals in work premises, inspect and advise on environmental management issues and vector control, and perform any other related duties as assigned by your supervisor, ensuring efficient, safe, and high-quality environmental health practices.

Requirements

- Holder of Bachelor Degree in one of the following fields; Health Environment, Environmental Science and Conservation, Environmental Science and Management, Environmental Laboratory Science Technology or in any related field from a reputable institution.
- In-depth knowledge of environmental health principles, public health regulations, and best practices in waste management and disease prevention.
- Commitment to educating and engaging the community in health and safety practices.
- Must have at least two (2) years of professional working experience;
- Must have excellent computer skills;
- A great team player with excellent communication skills.

Position: Executive Secretary

Number of Vacancies: 1

The Role

We are seeking a proactive and detail-oriented Executive Assistant to maintain efficient and effective communication channels between the Chief Executive Officer, senior management team, and external customers to ensure a professional interface and superior customer service. In this role, you will proofread and draft routine correspondence, memos, and a wide variety of reports on routine administrative matters for the Executive Director's approval and signature. You will receive and screen incoming calls, visitors, correspondence, and reports, handling routine matters personally and forwarding priority matters to the appropriate officers, Support the CEO in a proactive manner, working closely and effectively with him to keep him informed of impending commitments, obligations, and actions that require follow up. Additionally, you will coordinate the preparation of both local and international itineraries for the CEO, confirm travel bookings and hotel reservations, and raise imprest advances. You will also perform any other related duties as assigned by your supervisor, ensuring seamless administrative support and enhancing the efficiency of executive operations.

Requirements

- Applicant should possess form VI or IV Certificate of Secondary Education with passes in Kiswahili and English plus Diploma in Office Management/Secretarial Studies (NTA 6) from a recognized institution
- A minimum of two (2) years of relevant work experience in a similar function, preferably in a high-level administrative or executive position with a health organization or international NGO.
- Potential candidates should be mature, possess high-level skills and experience in supporting top management leadership
- Proven ability to write technical and managerial communication (letters, reports, minutes, and presentations)
- Excellent English and Kiswahili written and oral capabilities (ability to express ideas clearly and effectively, both in spoken and written English)
- Proficiency in Arabic language is an added advantage
- Outstanding computer literacy and MS Office Suite (Word, Excel, PowerPoint, and Outlook) fluency, as well as excellent documentation abilities, are required
- Good listening skills and the capacity to keep confidential information

Position: Health Laboratory Scientist

Number of Vacancies: 5

The Role

We are looking for dedicated Health Laboratory Scientists who possess strong analytical skills, attention to detail, and the ability to work effectively within a team. You will assess patients' conditions through laboratory testing, identify their needs, and ensure tests are conducted accurately and efficiently. Responsibilities include following hospital policies regarding the handling and analysis of samples, maintaining personal contact with patients and healthcare providers to enhance patient care, and ensuring the safe custody and care of laboratory equipment and patient samples. Adherence to health and safety regulations, including infection prevention and control principles, is essential. You will maintain a professional and friendly atmosphere, create a dignified environment, and perform any other related duties as assigned by your Supervisor. This role demands a commitment to accuracy, patient care, and collaboration with other healthcare professionals.

Requirements

- Holder of Bachelor Degree in one of the following fields: Health Laboratory Technology, Haematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion, Molecular Biology or in any related field who has completed internship and registered by the Health Laboratory Practitioners Council.
- Holding a Master's degree will be an added advantage
- Must have at least three (3) years of professional working experience as
- Have the right attitude, Willingness to learn and safe around the patients.
- Solid understanding of patient safety and precautions
- A great team player with excellent communication skills
- Good communication skills.

Position: Health Records Technician

Number of Vacancies: 3

The Role

We are seeking detail-oriented and organized Health Records Technicians to manage and maintain accurate patient health records within our healthcare facility. In this role, you will be responsible for organizing, updating, and safeguarding both physical and electronic patient records, ensuring compliance with legal and regulatory standards. You will apply medical coding systems to classify diseases and procedures, manage the secure storage and retrieval of records, and collect, tabulate, and analyze data for research and administrative purposes. Your duties will also include assisting with patient registration,

appointment scheduling, and directing patients to their service points. You will ensure data integrity and security, support the implementation and maintenance of IT systems for record management services. Additionally, you will provide training to staff on health records management practices, develop and implement procedures to improve record-keeping quality and efficiency, and ensure compliance with hospital policies and regulations. Your role will be crucial in supporting patient care services and contributing to the overall efficiency of the health records department.

Requirements

- Holder of Diploma (NTA Level 6) in one of the following fields; Health Records, archives, records or in any related field from a recognized institution.
- Minimum of 2 years of relevant working experience in hospital setting
- Self-motivated and with consistent willingness to personally address work that needs to be done.
- Comfortable working in a team-based environment, accepting personal responsibility of tasks assigned.
- Excellent interpersonal and communication skills.
- Understanding use of data and analytics.
- Ability to maintain confidentiality.

Position: ICT Officer

Number of Vacancies: 1

The Role

We are seeking a skilled and dedicated ICT Officer with strong technical and analytical skills, attention to detail, and the ability to work effectively within a healthcare setting. As the first line of support for all ICT needs, you will manage and maintain all computer hardware, software, printers, servers, network, and email systems to ensure their efficient operation. Your role will involve overseeing the implementation and maintenance of a Hospital health system (ERPs), managing the hospital's paperless operations, and ensuring the functionality of CCTV camera systems. Additionally, you will collaborate with stakeholders to integrate various ICT systems, ensuring smooth interoperability for processes like inpatient and outpatient billing, inventory management, and general accounting. Providing training to hospital staff on ICT systems, troubleshooting technical issues, and offering ongoing support. Perform any other duties assigned by your supervisor to ensure efficient, secure, and high-quality ICT management across the hospital.

Requirements

- Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, or in any related field from a reputable institution
- Minimum of 3 years of relevant working experience.
- Experience in hospital setting will be an added advantage.
- Self-motivated and with consistent willingness to personally address work that needs to be done.
- Comfortable working in a team-based environment, accepting personal responsibility of tasks assigned.
- Excellent interpersonal and communication skills.
- Understanding use of data and analytics.
- Ability to maintain confidentiality.

Position: Laboratory Technologist

Number of Vacancies: 3

The Role

We are looking for dedicated Laboratory Technologists who possess strong analytical skills, attention to detail, and the ability to work effectively within a team. Your responsibilities will include performing laboratory procedures for pre-examination, examination, and post-examination activities using relevant equipment and ensuring the quality of procedures by strictly following Standard Operating Procedures (SOPs). You will contribute to implementing laboratory quality management systems, take on the focal point role for one or more quality system essentials (QSE), and adhere to biosafety measures to ensure the safety of all. Organizing and operating activities at your assigned station for accurate, efficient, and timely results, and facilitating equipment maintenance are essential tasks. monitor equipment and consumables, maintain organized record-keeping and information management systems, and participate in data collection, analysis, and reporting for laboratory monitoring and research and other duties as assigned by your supervisor.

Requirements

- Holder of Diploma in one of the following fields: Dental Laboratory Technology or in any related field from a recognized institution.
- Must have at least two (2) years of professional working experience as
- Have the right attitude, Willingness to learn and safe around the patients.
- Solid understanding of patient safety and precautions
- A great team player with excellent communication skills
- Good communication skills.

Position: Medical Attendant

Number of Vacancies: 10

The Role

We are looking for a compassionate and dedicated Healthcare Assistant to support the day-to-day operations of patient care within our healthcare facility. In this role, you will be responsible for carrying out general cleaning of wards and their surroundings to maintain a hygienic environment for patients and staff. You will provide direct patient care, including giving bed baths to bedridden patients, providing and removing bedpans and urinal bottles, and assisting with feeding patients. You will also manage the collection of patients' linen for laundry services, send patients for X-rays, and transport specimens to the laboratory while collecting results. Adherence to standard operating procedures and the Direct Aid Hospital business process is essential in your role, and you will be expected to perform any other related duties as assigned by your supervisor.

Requirements

- Form IV certificate with passes in English and Kiswahili and a 1-year certificate in either Nursing attendant or any health attendant course
- Basic training course and experience in Mortuary attendant is an added advantage.
- Interpersonal sensitivity
- Good communication skills with basic level in English
- Computer literate
- Ability to maintain confidentiality.

Position: Nutritionist

Number of Vacancies: 1

The Role

We are looking for a skilled and dedicated Nutritionist with strong organizational and communication skills, attention to detail, and the ability to work effectively within a healthcare team. Your responsibilities will include conducting thorough assessments of patients' dietary habits, health needs, and nutritional status, developing and implementing individualized meal plans and dietary recommendations tailored to patients' medical conditions and lifestyle, and educating patients and their families about healthy eating habits and nutritional requirements. You will monitor patients' progress and make necessary adjustments to their nutrition plans, collaborate with doctors, nurses, and other healthcare professionals to provide comprehensive care for conditions such as diabetes, obesity, and malnutrition, and provide specialized nutritional therapy for patients with specific medical conditions. Additionally, you will participate in community health programs and initiatives to promote nutrition and healthy living, stay updated with the

latest research in nutrition science, and maintain accurate and detailed records of patients' nutritional assessments, plans, and progress. You will perform any other related duties as assigned by your supervisor, ensuring efficient, safe, and high-quality nutritional care.

Requirements

- Bachelor's Degree in Nutrition, Dietetics, or a related field from a recognized institution.
- Minimum of 3 years of experience in clinical nutrition or dietetics. Experience in a hospital or healthcare setting is preferred;
- Good command in Swahili and English is a requirement
- Proficiency in using nutrition assessment tools and software

Position: Pharmaceutical Technician

Number of Vacancies: 3

The Role

We are looking for a skilled and dedicated Pharmaceutical Technician with strong organizational and supervisory skills, attention to detail, and the ability to work effectively within a healthcare team. Your responsibilities will include storing medicinal products appropriately and securely to ensure freshness and potency in accordance with good storage practices, supervising the arrangement of drugs in the stores and ensuring general cleanliness, and maintaining pharmacy and stores records. You will dispense drugs and ensure timely distribution of medicines to in-patients, out-patients, and other hospital departments, monitor medication therapy to improve delivery and report any adverse effects, and educate other healthcare professionals on the proper usage of drugs. Additionally, you will assist in training pharmaceutical students, ensure expired drugs are removed and disposed of appropriately, review the reconciliation of drugs daily, and carry out dispensing and compounding medicines under the supervision of Senior Pharmacy Staff. You will perform any other related duties as assigned by your supervisor, ensuring efficient, safe, and high-quality pharmaceutical care.

Requirements

- Holder of Diploma in Pharmacy from a recognized institution and licensed by the Pharmacy Council.
- Must have at least three (3) years of professional working experience as a pharmacist at a healthcare facility;
- Proficiency in using pharmacy information systems and other relevant software.
- Commitment to providing high-quality pharmaceutical care and patient education

Position: Pharmacist

Number of Vacancies: 1

The Role

We are looking for a skilled and dedicated Pharmacist with strong organizational and supervisory skills, attention to detail, and the ability to work effectively within a healthcare team. Your responsibilities will include supervising the dispensing of medicine according to doctors' prescriptions, overseeing the preparation of extemporaneous compounds, and organizing the preparation of sterile and non-sterile pharmaceuticals. You will provide drug information to both patients and healthcare personnel, offer ward pharmacy services such as in-patient prescription monitoring and therapeutic drug monitoring, and supervise and appraise staff while identifying their development and training needs. Additionally, you will perform any other related duties as assigned by your supervisor, ensuring efficient, safe, and high-quality pharmaceutical care.

Requirements

- Holder of a Bachelor Degree in Pharmacy and who has successfully completed one-year internship and registered by the Pharmacy Council.
- Holder of a master's degree in pharmacy will have an added advantage
- Must have at least three (3) years of professional working experience as a pharmacist at a healthcare facility;
- Proficiency in using pharmacy information systems and other relevant software.
- Commitment to providing high-quality pharmaceutical care and patient education

Position: Physiotherapist

Number of Vacancies: 3

The Role

We are seeking a skilled and dedicated Physiotherapist to join our healthcare team. In this role, you will contribute ideas for the primary and secondary prevention of functional disabilities and identify predisposing factors to disabilities at homes, schools, and workplaces. You will execute treatment plans for patients, treat them using physiotherapy techniques, and participate in primary healthcare programs. Your responsibilities will include conducting health education programs for inpatients and outpatients, maintaining accurate patient records, and training paramedical staff and the community on the prevention of functional impairments and disabilities. You will ensure adherence to standard operating procedures and the business process of our organization. Additionally, you will perform any other duties related to your work as assigned by your supervisor.

Requirements

- Holder of Bachelor Degree in Physiotherapy or equivalent qualification from recognized Institutions
- Must have completed 1-year internship from a recognized health institution and have a practice license from Medical Council of Tanganyika
- Must have at least three (3) years of professional working experience as a physiotherapist at a healthcare facility;
- Commitment to providing high-quality physiotherapy service to patients

Position: Procurement and Supplies Officer

Number of Vacancies: 1

The Role

We are seeking a meticulous and experienced Procurement and Supplies Officer to join our hospital team. In this role, you will develop and implement procurement strategies and plans to meet the hospital's needs for medical supplies, equipment, and services. You will identify, evaluate, and select suppliers based on quality, cost, and delivery capabilities, and maintain strong relationships with existing suppliers while negotiating favorable terms for the hospital. Your responsibilities will include preparing and processing purchase orders, monitoring inventory levels to ensure an adequate supply of materials, and minimizing excess stock through regular inventory audits and reconciliation. You will implement cost-saving initiatives, ensure all procurement activities comply with legal, regulatory, and hospital standards, and maintain accurate records of all transactions and supplier agreements. Additionally, you will prepare and present procurement reports, collaborate with other departments to understand their needs, stay updated on market trends, and support the hospital's mission of providing high-quality patient care through efficient procurement and supplies management.

Requirements

- Holder of Bachelor Degree in Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or in any related field from recognized institutions;
- Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.
- Must have at least two (2) years of professional working experience preferably in a health organization;
- Familiarity with procurement regulations, policies, and best practices.
- Proficiency in procurement software and tools, as well as Microsoft Office Suite (Excel, Word, PowerPoint).

- Excellent verbal and written communication skills

Position: Radiographer

Number of Vacancies: 3

The Role

We are looking for skilled Radiographers who possess strong technical expertise, attention to detail, and the ability to work collaboratively with clinicians. Your responsibilities will include operating CT Scan, MRI, and X-ray machines, performing mobile X-rays, and using portable ultrasound machines. You will conduct general and OBGYN ultrasound procedures, execute ECHO and C-Arm X-ray imaging, and ensure the proper functioning and maintenance of radiographic equipment. Adherence to safety standards and protocols while handling radiographic equipment is essential. You will maintain accurate patient records, collaborate with medical staff, stay updated with advancements in radiographic technology, and provide training and support to junior staff and interns. Additionally, you will perform other duties as assigned by your supervisor.

Requirements

- Holder of Diploma in one of following fields: Radiography, Diagnostic Radiography, Medical Imaging, or in any related field.
- Must hold a valid certificate of registration from Medical Radiology and Imaging Professional Council;
- Must hold a certificate of registration to administer ionizing radiation to persons from Tanzania Atomic Energy Commission (TAEC);
- Must have an active license to practice;
- Must have at least five (5) years of professional working experience;
- Solid understanding of patient safety and precautions;
- Must have excellent computer skills;
- A great team player with excellent communication skills.

Position: Receptionist

Number of Vacancies: 1

The Role

We are seeking a professional Receptionist to manage communication services and assist patients and visitors at Direct Aid Hospital. In this role, you will receive and interview patients and visitors, directing them to various service delivery points and informing them about the referral system. You will provide timely, efficient, and effective telephone services, including answering calls from within the hospital and external exchanges, connecting calls, and raising charges where applicable. You will maintain a log book for all

outgoing calls, respond to inquiries from subscribers, and handle international exchange bookings while preparing necessary records and reports for your supervisor. Additionally, you will manage general telephone lines, ensuring that calls are directed to the appropriate officers, and perform any other related duties as assigned by your supervisor. Your role is essential in facilitating smooth communication and providing excellent service to all hospital stakeholders.

Requirements

- Holder of Diploma or Certificate in one of the following fields; Telephone Operation, Reception, Front Office or in any related field from a recognized institution.
- Experience in a healthcare setting or similar service-oriented environment is preferred.
- Excellent communication skills (both verbal and written) to interact effectively with patients, visitors, and staff.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Proficient in using telephone systems, including call handling and call management.
- Basic knowledge of office equipment and technology, including computers and telephone systems.
- Ability to handle confidential information with discretion and maintain patient privacy.
- Customer service skills with a friendly and professional demeanor.
- Problem-solving skills to address and resolve inquiries or issues effectively.
- Ability to work in a fast-paced environment and handle high-pressure situations.
- Flexibility to work various shifts, including weekends and holidays, as required.
- Proficiency in English and Swahili for effective communication with diverse patient and visitor populations.

Position: Records Management Assistant

Number of Vacancies: 3

The Role

We are seeking detail-oriented and organized Health Records Technicians to manage and maintain accurate patient health records within our healthcare facility. In this role, you will be responsible for organizing, updating, and safeguarding both physical and electronic patient records, ensuring compliance with legal and regulatory standards. You will apply medical coding systems to classify diseases and procedures, manage the secure storage and retrieval of records, and collect, tabulate, and analyze data for research and administrative purposes. Your duties will also include assisting with patient registration, appointment scheduling, and directing patients to their service points. You will ensure data integrity and security, support the implementation and maintenance of IT systems for record management services. Additionally, you will provide training to staff on health records management practices, develop and implement procedures to improve record-

keeping quality and efficiency, and ensure compliance with hospital policies and regulations. Your role will be crucial in supporting patient care services and contributing to the overall efficiency of the health records department.

Requirements

- Holder of Diploma (NTA Level 6) in one of the following fields; Health Records, archives, records or in any related field from a recognized institution.
- Holder of Bachelor Degree in one of the following fields; Records Management, Archives, Health Records or equivalent qualification will have an added advantage
- Minimum of 2 years of relevant working experience in hospital setting
- Self-motivated and with consistent willingness to personally address work that needs to be done.
- Comfortable working in a team-based environment, accepting personal responsibility of tasks assigned.
- Excellent interpersonal and communication skills.
- Understanding use of data and analytics.
- Ability to maintain confidentiality.

Method of Application:

Qualified and interested candidates should send their cover letters and CV accompanied by copies of relevant certificates to hr.directaid.society@gmail.com Ensure to specify the position you are applying for on the subject line.

Closing Date:

The closing date for applications is 20th July 2024. Late applications will not be accepted. Only shortlisted candidates will be contacted.