



POSITION: CENTER ADMINISTRATOR

REPORTS TO: REGIONAL OPERATIONS MANAGER/ DIRECTOR

LOCATION: PERAMIHO, SONGEA

Job Summary:

The purpose of this role is to provide day to day operational direction of the dialysis unit, through coordinating activities in accordance with the set goals and objectives while ensuring sound return to the AHN.

KEY RESPONSIBILITIES:

- Should be able to handle the overall Administration of the Dialysis Center
- Take care of staff management
- Handle Guest scheduling, Billing, cash, patient care, etc.
- Coordinate functions between the Clinical and Non-Clinical teams
- Supervise all of the departments for their effective functioning
- Improve the occupancy level of inpatients
- Develop and support the diagnostic services and make them center of excellence
- Take inventory management and monitoring
- Looking after the Front Office, Housekeeping, their Grooming, etc.
- Transports patient to dialysis room and positions patient on chair/bed at hemodialysis machine;
- Explains dialysis procedure and operation of hemodialysis machine to patient before treatment to allay anxieties;
- Monitors stock for expiration dates, quantity, consumption, etc.;
- Coordinates with the Regional Operations Director/Manager the scheduling of patients to ensure accommodations of all patients per Clinic's policies;
- Handle other team members in a very efficient and friendly manner.
- Other duties as assigned by your Regional Operations Director/Manager, Country Director or the Employer.

Supervisory Responsibilities (Direct Reports):

- N/A

Desired Competencies:

- Bachelor's degree and at least one-year experience in a similar role
- Proficiency in MS Office applications
- Attention to detail
- Ability to work under minimum supervision
- Able to collect, read and interpret data - assessing for errors, trends etc.
- Passion for AHN's Mission

How to Apply:

- Applications should be sent by **14th June 2025** with subject heading “***Job Application: Center Administrator at AHN (Peramiho)***”.
- Send your application to hr.tanzania@africahealthcarenetwork.com
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!**