



DECCA MEDICS COMPANY LIMITED

P. O. Bx 372, CCT, Dodoma – Tanzania

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02/08/2023

EMPLOYMENT OPPORTUNITIES

Vacant Positions: Hospital Manager x 2

Duty station: Dar es Salaam and Dodoma Town

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 above vacant post:

Job Purpose:

The hospital Manager is responsible for implementing the DECCA Medics daily administrative and operations activities to meet the best standards of services. The Hospital Manager will be responsible to supervise medical in charge officers and other medical team in daily operations activities in order to meet the minimum standards of the company operations activities in all of our Clinics, Pharmacy and Health Centres. He/she will help to assist the management to oversee continuous improvement and team management accordingly.

Duties and Responsibilities

- i. To supervise and monitoring daily operations activities in health facility;
- ii. Collaborating with the management to ensure standards of service as per requirement;
- iii. Participating in strengthening and mobilizing team in order to meet company goals;
- iv. Prepare various reports and communicate them to the Directors;
- v. Supervise Health and Safety issues and wellbeing of the staff;
- vi. Ensure working schedule are followed accordingly with the Head of sections
- vii. To do other tasks in the field that will be assigned by Directors.

Minimum Qualifications:

Holder of Bachelor Degree in the following discipline; Business Administration, Human Resource Management, Law, Public Administration, Sociology or Public Health Management from recognized Institutions and any other equivalent qualifications from recognized institutions. However the postgraduate qualification will be added advantage.

GENERAL REQUIREMENTS:

- i. The applicant should be at least age of 30years old with working experiences not less than 3years in managerial 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 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 16th August, 2023. The candidate who will be shortlisted will be contacted for interview.