



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.

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Dodoma Christian Medical Centre Trust (DCMC) Hospital located at Ntyuka Dodoma 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 – the Details of Duties and responsibilities will be found in the institution website: www.dcmct.or.tz:

1. PROCUREMENT OFFICER

Job Summary:

The incumbent will be responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality. S/he will be responsible for all matters pertaining to purchasing and supplying of goods in the hospital; purchasing supplies and equipment for all areas of the hospital and off-site locations; contract negotiations and contract management; obtain quotes from alternative sources; liaison between vendors and various departments

Qualifications and Experience:

- Holder of a first Degree in Procurement or Supply Chain Management, Business Administration in Procurement and logistics, Materials Management or any other related field from a recognized University
- Holder of Professional Certificated issued by Procurement and Supplies Professionals and Technicians Board (PSPTB)
- Three (3) years of working experience in a related field in busy and reputable institution preferably a hospital setting
- Computer efficiency skills
- Knowledge of contract law is an added advantage.
- Knowledge of e-procurement systems
- Knowledge of Public Procurement Act CAP 410
- Certificate of Good Conduct

Duties and Responsibilities:

- To coordinate procurement and supplies activities of all departments under the guidance of the Chief Administrator
- To collect and analyse data for preparation of overall procurement plan and General Procurement Notice (GNP)
- To negotiate with external vendors and suppliers to secure advantageous terms of purchase

- To maintain accurate records of purchases, pricing and other important procurement data
- To review and analyse all vendors/suppliers/suppliers, supply and price options in order to competently advise the head of department
- To create and maintain good relationships with vendors and suppliers
- To process shipment and statutory approvals of all imports from authorities such as TMDA and TBS
- To order necessary goods and services timely as required by the hospital and finalize purchase details of orders and deliveries
- To maintain and update list of suppliers and their qualifications, delivery times and potential future development
- To develop plans for purchasing hospital equipment, services and suppliers
- To track and report key functional metrics to reduce expenses and improve effectiveness
- To collaborate with key persons to ensure clarity of the specifications and expectations of the Hospital
- To perform risk management for supply contracts and agreements
- To control spend and build a culture of long-term saving on procurement costs
- To maintain store records of all purchases and prepare various work report at different point of time
- To scrutinize recommendations for changes of stock levels and disposal of obsolete items
- To prepare statutory payment schedule for hospital properties and annual fees.
- Implement and exercise delegated authorities and any other instructions and directives as may be issued by Management from time to time.
- Inviting vendors to submit their quotations/prices or proposals based on the nature of the requirements and cost of procurement involved;
- Responsible to initiate/prepare LPOs and GRNs in compliance with the Procurement policy;
- Participating in opening of tenders, quotations, and evaluation;
- Prepare evaluation reports, abstracts or financial comparison matrix of offers, compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to cost, quality, delivery time, payments terms and others;
- Provide clarifications and advice on DCMCT procurement procedures and practices; respond to queries about the status of delivery raised by requisitioner and about payment and other matters raised by the suppliers;
- Ordering office supplies and equipment to ensure smooth running of the office.
- Manage filing and archiving of administrative and technical documents and update registers regularly;
- Maintain relevant internal databases and files; keeps track of contractual agreements and purchase orders per their respective checklist;
- Following up on payments for suppliers
- Scanning of various procurement documents and store soft copies in safe locations;
- Expediting delivery of goods;
- Proper management and efficient utilization of stores.
- Maximize the best value for money for organization procurement activities and in line with the policies and procedures
- Work with DCMC staff to understand procurement activities included in the projects annual workplans and budgets.

- Ensure timely procurement of goods, services and works
- Assist in developing and implementing policies, and administrative systems in line with budgetary allocations in the Hospital for all functions.
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it
- Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital
- Monitor and ensure that services provided to the hospital by service lenders are sufficient and up to the required specifications and standards in the hospital.
- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports
- Provide support and guidance to user departments in the development of specifications.
- Ensure efficient and cost-effective sourcing and delivery of materials, services and/or equipment to user departments.
- Develop and implement sourcing strategies for spend management, supplier development and management, category buying, contracts, vendor managed inventory and rating processes amongst others.
- Lead supplier pre-qualification, selection and development processes, quotation, and tender processes in a timely and transparent manner
- Contribute to lead-time reduction and demand management initiatives to optimize inventory levels
- Ensure cost-effectiveness, quality and timely procurement and delivery of all supply's services
- Manage development and preparation of contracts and ensure all contracts renewals reviews are done on time
- Prepare appropriate financial, inventory and other reports; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

2. ORAL AND MAXILLOFACIAL SURGEON

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.

Qualifications and Experience:

- Holder of Masters of Doctor of Dental Surgery Degree from a recognized institution
- Must be registered by the Tanganyika Medical Council as a dental surgeon
- At least two (2) years working experience as a doctor of dental surgery
- Three (3) years of working experience in a related field in busy and reputable institution preferably religious institution.

Duties and Responsibilities:

- Performing biopsies to determine whether tumors or growths are cancerous.
- Administering local, regional, or general anesthetics to patients before surgeries.
- Surgically removing tumors and abnormal growths of the oral and maxillofacial areas.
- Adjusting patients' jaws to provide increased functionality, comfort, and symmetry.
- Removing impacted wisdom teeth and buried dental roots.
- Performing reconstructive surgery to treat congenital defects, structural abnormalities, and injuries.
- Preparing patients' mouths for dental implants.
- Collaborating with various healthcare specialists to create suitable treatment plans for patients.
- Informing patients of their diagnoses and discussing appropriate treatment options with them.
- Consulting with patients and analyzing patient data to determine patient needs and treatment goals.
- Collaborating with other specialists, such as restorative dentists and orthodontists, to plan treatments.
- Recording patient care by maintaining detailed notes of appointments with patients, including comments, tests, and/or treatments prescribed, and test results.
- Performing surgical procedures to extract impacted or damaged teeth, place dental implants, and remove tumors and other abnormal growths of the oral and/or facial regions.
- Prescribing medication to improve recovery and control pain after procedures.
- Treating infections of the oral cavity, salivary glands, jaw, face, and neck.
- Providing emergency treatment of orofacial injuries including facial lacerations, intraoral lacerations, and fractured facial bones.
- Performing minor cosmetic procedures, such as chin and cheekbone enhancements.
- Providing support and advice to patients receiving long-term care.
- Conducting research on defects, diseases, and disorders affecting the oral and/or facial regions.
- Perform surgery on the mouth and jaws in order to treat conditions such as cleft lip and palate and jaw growth problems
- Perform surgery to prepare the mouth for dental implants, and to aid in the regeneration of deficient bone and gum tissues
- Provide emergency treatment of facial injuries including facial lacerations, intra-oral lacerations, and fractured facial bones.
- Remove impacted, damaged, and non-restorable teeth
- Remove tumours and other abnormal growths of the oral and facial regions, using surgical instruments
- Restore form and function by moving skin, bone, nerves, and other tissues from other parts of the body in order to reconstruct the jaws and face.
- Perform minor cosmetic procedures such as chin and cheek-bone enhancements, and minor facial rejuvenation procedures including the use of Botox and laser technology.

3. DOCTOR OF DENTAL SURGERY

Job summary:

The incumbent will diagnose and treat diseases, injuries, and malformations of teeth and gums. S/he will treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care. S/he will meet with patients, assess their dental health, perform scheduled cleanings, handle complex procedures, such as root canals, extractions, and oral surgery, and work with other staff members, such as dental hygienists and assistants, to provide our clients with quality dental services

Qualifications and Experience

- Holder of a Doctor of Dental Surgery Degree from a recognized Institution
- Must be registered with Medical Council of Tanganyika as Dental Surgeon with one year internship
- Valid practicing license is required
- At least two years relevant working experience
- Basic knowledge in computer studies

Duties and Responsibilities

- Perform all medical treatment duties relating to dental health
- Provide and promote education in dental health
- Perform all orthodontics duties
- Apply creativity and provide strategies for improving dental health services
- Participate in medical audit and quality improvement
- Plan and evaluate dental health services in the working area
- Provide medical assessment, diagnostic determination, and clinical management necessary to ensure appropriate clinical disposition of Emergency Department patients.
- Communicate with consulting providers as necessary to facilitate necessary ongoing care and treatment of patients.
- Work to create a positive work culture within department and cross-departmental teams.
- Examine patients' medical records
- Prepare patients for treatment
- Check teeth, gums and other parts of the mouth, along with X-rays and tests, to diagnose dental problems
- Prescribe medication as needed
- Educate patients on proper brushing techniques, flossing and fluoride use
- Promote good oral health and preventive dental care (e.g., by scheduling regular check-ups)
- Perform other duties assigned by Supervisor which relates to your education, experience and skills.

4. DENTAL TECHNICIAN II

Job summary:

The Incumbent will be responsible to make the dentures, crowns, bridges and dental braces that improve patients' appearance, speech and ability to chew. The incumbent would be working on dentists' or doctors' prescriptions where s/he would use a wide range of materials such as gold, porcelain and plastic to design and construct appliances to meet each patient's needs. The Incumbent would work with specialised equipment in the Dental laboratory to accomplish the assigned tasks.

Qualifications and Experience:

- Holder of a Diploma in dental technology from any recognized Institution
- Basic knowledge in computer studies

- Minimum 2 years of experience in a similar role is required

Duties and Responsibilities:

- Undertake all aspects of prosthetic work including making bites and special trays, casting, mouth guards and retainers
- Construct partial or full dentures (metal and non-metal) to replace the partial or total loss of teeth
- Create accurate models from doctors' impressions
- Fabricate porcelain veneers for crowns, prostheses, implant restorations and crowns using ceramo-metal techniques
- Construct models of the mouth and teeth from impressions of the patient's mouth taken by the dentist
- Make diagnostic wax-ups, smile design cases, dental composite work and pressable/e.max restorations
- Restore natural teeth by fabricating crowns and bridges and applying them to complex implant units and implant-borne restorations
- Correct dental irregularities by manufacturing fixed or removable appliances, such as dentures, casings to go over teeth and retainers
- Replace missing facial and body tissues due to injury, disease or developmental abnormality by fabricating maxillofacial prostheses
- Maintain dental laboratory records and prepare reports on laboratory activities
- Read prescriptions or specifications and examines models and impressions to determine the design of dental products to be constructed. Fabricates, alters, and repairs dental devices such as dentures, crowns, bridges, inlays, and appliances for straightening teeth.
- Test appliances for conformance to specifications and accuracy of occlusion using articulators and micrometres.
- Place tooth models on apparatus that mimics bite and movement of patient's jaw to evaluate functionality of model. Melts metals or mixes plaster, porcelain, or acrylic pastes, and pours materials into molds or over frameworks to form dental prostheses or apparatus.
- Prepare metal surfaces for bonding with porcelain to create artificial teeth using small hand tools. Removes excess metal or porcelain, and polishes surfaces of prostheses or frameworks using polishing machines.
- Create a model of patients mouth by pouring plaster into a dental impression and allowing plaster to set. Loads newly constructed teeth into porcelain furnaces to bake the porcelain onto the metal framework.
- Build and shape wax teeth using small hand instruments and with information from observations or dentists' specification
- Perform any other relevant and related duties as directed by your supervisor from time to time

5. OPTOMETRIC TECHNICIAN II

Job Summary:

The Incumbent will be responsible to administer vision tests to patients based on their medical history or other factors that may affect vision. S/he will perform basic tasks such as cleaning equipment, preparing examination rooms, and sterilizing equipment. S/he will have direct patient care in the clinical and optical setting and be comfortable assisting patients of all ages including infants and geriatric patients

Qualifications and Experience:

- Holder of a Diploma in in Optometry from any recognized Institution
- Basic knowledge in computer studies
- Minimum 2 years of experience in a similar role is required

Duties and Responsibilities:

- Perform variety of duties within vision clinic including but not limited to patient intake and outtake, screening patients, scheduling appointments, and verifying insurance, as needed;
 - Provide high quality patient care to optometry patients including all pre-tests (such as but not limited to, auto-refraction, automated visual field screenings and visual acuity) and dilation
 - Prepare and assist the Doctor in facilitating patient care;
 - Assist patients with frame styling, frame repair/adjusting and Pupillary distance (PD) measurements;
 - Instruct patients with contact lens insertion, removal, care, and replacement;
 - Manage frame, contact lens trials, ophthalmic medication, office material, and inventory of all patient care supplies
 - Ensure equipment, both Optometrist's and pre-test, is properly maintained
 - Review prescriptions and/or patient information carefully and identify special needs.
 - Help coordinate communication with various optical laboratories
 - Communicate with different pharmacies, multidisciplinary departments within the hospital
 - Prepare patients for exams by fitting them with contact lenses or other assistive devices such as glasses or goggles
 - Perform examinations to test patients' vision acuity, depth perception, colour vision, peripheral vision, and other visual abilities
 - Maintain patient records with information about their eye health history and current status
 - Perform refraction on patients who are adults, children or adolescents.
 - Prescribe optical appliances such as glasses and contact lenses to correct vision problems such as short-sightedness, long-sightedness and astigmatism.
 - Perform visual examination on patients and refer them to other healthcare practitioners such as ophthalmologist for further management if any eye abnormalities/diseases are detected.
 - Perform any other type of practice of eye care which is part of the practice of opticianry (e.g. dispensing and fitting of glasses and contact lenses)
 - Conducting diagnostic tests such as visual field tests or retinal photography to assess eye health or detect disease in patients with symptoms of vision problems
 - Provide patients with information on eyeglass frames and lenses, as well as helping them choose frames that fit their face shape and style preferences
 - Explain treatment options to patients who need vision correction surgery or examinations for conditions such as glaucoma or cataracts
 - Help patients select frames, lenses, contact lenses, and other products for their vision needs
- Perform any other relevant and related duties as directed by your supervisor from time to time

GENERAL CONDITIONS FOR ALL POSTS:

- Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address, and reachable telephone numbers.
- Applicants should apply on the strengths of the information given in this advertisement.
- The title of the position applied for should be written in the subject of the application letter/e-mail and marked on the envelope
- 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 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 10th December 2022 (i.e., Deadline for receiving applications)

DIRECTOR
DCMC Hospital
P O Box 658
Dodoma

Those using e-mail should submit their applications to ***jobs@dcmct.or.tz***