



DODOMA CHRISTIAN MEDICAL CENTER TRUST

JOB VACANCY

The mission of DCMC Trust to deliver sustainable community-based, specialized, and super-specialized healthcare for all through accessible and compassionate healthcare, guided by the love of Jesus Christ.

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 beyond and in collaboration with other stakeholders and in line with the Government policies.

DCMC Trust is an equal opportunity employer offering a stable and professional working environment with competitive remuneration and benefits. DCMC Hospital invites qualified persons to fill the following positions:

SYSTEM ADMINISTRATOR II

Job Reference Number: DCMC – HQ – 0300

Duty Station: Ntyuka, Dodoma

Job Summary:

The incumbent will be responsible for the maintenance, configuration, and reliable operation of computer systems and servers. S/he will install hardware and software, actively resolve problems and issues with computer and server systems to limit work disruptions within the Hospital. S/he will ensure smooth running of all Hospital information system to make sure service is up and running all the time.

- **Education and Qualifications**
- Holder of Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field from the recognized institution.
- 3-5 years of database, network administration, or system administration experience
- System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus
- Strong knowledge of systems and networking software, hardware, and networking protocols
- A proven track record of developing and implementing IT strategy and plans

- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

GENERAL CONDITIONS FOR ALL POSTS

- The details of the application are in the DCMC website: www.dcmct.or.tz
- Applicants must attach an up-to-date current **Curriculum Vitae (CV)** with reliable contact postal address, email address, and reachable telephone numbers.
- Applicants should apply 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 the 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 (Telephone numbers and e-mail address).

Only shortlisted candidates will be informed the date of the interview

APPLICATION INSTRUCTIONS:

Application letters should be sent through e-mail: jobs@dcmct.or.tz, POSTED or HAND DELIVERED to the following address on or before 04.00 p.m. on **5 May 2024** (i.e., Deadline for receiving applications)

Director
Dodoma Christian Medical Center Trust
Imagi Hill, Ntyuka P O Box 658
Dodoma

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