



# **DODOMA CHRISTIAN MEDICAL CENTRE TRUST**

## **JOB VACANCIES**

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 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 persons to fill in the following positions:

1. Medical Doctors
2. Nurse Officers
3. Assistant Nursing Officers
4. Senior Human Resources and administration Officer

### **1. MEDICAL DOCTORS**

#### **a. Job Summary:**

The incumbent will be responsible for the provision of quality and compassionate health care diagnosing illnesses or treating injuries in order to restore patients' optimum health. The incumbent will perform health assessments, run diagnostic tests, prescribe medication, create treatment plans and provide health and wellness advice to patients. S/he will be responsible for ordering diagnostic tests and interpreting the results of these tests to determine what illness a patient has or the extent of a specific injury.

#### **b. Duties and responsibilities**

- To perform medical duties in Obstetrics and Gynecology, Surgery, Medicine, Pediatrics; Preventive Medicine and Emergencies;
- To perform daily ward rounds with specialists on call and prepare patients case notes;
- To perform all investigations for patients; To attend general outpatient clinics;
- To prepare all patients for any surgery/procedure;
- To carry out post -operative follow ups; and To perform any other duty assigned by the Supervisor.

#### **c. Qualifications and experience**

- Holder of Doctor of Medicine Degree from a reputable institution plus successful completion of Internship

- At least two years' work experience in a reputable hospital
- Registered by the Medical Council of Tanganyika and
- Must have a valid practicing license

## **2. NURSING OFFICER II**

### **a. Job summary:**

The incumbent would be responsible for providing a comprehensive nursing package that includes preventive, curative and public health education services. Ensure quality of care, medical protocols and universal hygiene standards.

### **b. Duties and responsibilities**

- To provide high quality nursing care using appropriate nursing process;
- To assess patient's condition, plan, implement, document and evaluate individualized care using appropriate nursing model and according to the hospital nursing policy;
- To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- To maintain a professional friendly atmosphere and create a dignified environment;
- To follow hospital policy in respect of custody and administration of all drugs, with special observation to DDA drugs;
- To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the hospital;
- To ensure the safe care and custody of patients' property in accordance with the hospital policy; Report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly;
- To maintain Health and Safety at work by ensuring that infection prevention and control principles are followed; and
- To perform any other related duties as may be assigned by his supervisor.

### **c. Qualifications and experience**

- Holder of Bachelor Degree in Nursing in one of the following fields; General Nursing, Midwifery, Clinical care, theatre or Anaesthesia from reputable institution plus successful completion of Internship
- At least two years work experience
- Registered by the Tanzania Nurses and Midwives Council and
- must have a valid practicing license.

## **3. ASSISTANT NURSING OFFICER II**

### **a. Job summary:**

The incumbent will be responsible for the provision of quality and compassionate health care in order to restore patients' optimum health. The incumbent will perform general nursing care of patients, administering drugs and other treatments as prescribed by medical doctors'

### **b. Duties and responsibilities**

- To assess patients' conditions and identify their needs
- To ensure treatments are carried out as prescribed and observe any side effects;

- To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs)
- To maintain personal contact with patients, their relatives and visitors to the patient's quality of life, and the good standing of the hospital;
- To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles
- To maintain a professional friendly atmosphere and create a dignified Environment; and
- To perform any other duty assigned by the Supervisor.

**c. Qualifications and experience**

- Holder of Diploma in Nursing in one of the following fields; from reputable institution plus successful completion of Internship
- At least two years' work experience in General Nursing, Midwifery, Clinical care, theatre or Anaesthesia
- Registered by the Tanzania Nurses and Midwives Council and
- Must have a valid practicing license.

#### **4. SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER**

**a. Job Summary:**

This position is responsible for overseeing various HR initiatives, including recruitment and selection, employee relations, performance management, compensation and benefits administration, and HR policy development and implementation. Additionally, the role encompasses significant administrative responsibilities, ensuring the efficient operation of hospital support services, facilities management, and compliance with relevant regulations. This role requires a strong understanding of healthcare HR best practices, excellent communication and interpersonal skills, and a commitment to ethical conduct and confidentiality.

**b. Key Responsibilities**

- Assist in the development, implementation, and interpretation of HR policies and procedures, ensuring compliance with labor laws and hospital guidelines.
- Manage the full recruitment lifecycle, from job description development and posting to interviewing, selection, and onboarding of new employees.
- Oversee employee relations, including conflict resolution, disciplinary actions, and grievance procedures, promoting a fair and respectful workplace.
- Support performance management processes, including goal setting, performance reviews, and development plans.
- Administer compensation and benefits programs, ensuring accuracy and competitiveness within the healthcare industry.
- Maintain accurate and up-to-date HR records and HRIS data, ensuring data integrity and confidentiality.

- Facilitate employee training and development initiatives to enhance skills and career growth.
- Conduct HR audits and prepare reports on key HR metrics to inform decision-making.
- Oversee general administrative functions, including office management, procurement of supplies, and vendor management
- Coordinate facilities management, ensuring a safe, clean, and functional environment for staff, patients, and visitors.
- Manage administrative budgets and expenditures, ensuring cost-effectiveness and adherence to financial policies.
- Develop and implement administrative procedures to improve efficiency and workflow.
- Ensure compliance with health and safety regulations and other relevant administrative standards.
- Supervise administrative support staff, providing guidance and performance feedback.

**c. Qualifications and experience**

- Bachelor's degree in Human Resources, Business Administration, Public Health Administration, or a related field is required. relevant HR certification (e.g., SHRM-SCP, HRCI SPHR) is highly preferred.
- Minimum of 5 years of progressive experience in Human Resources and Administration, with at least 2 years in a senior or supervisory role within a hospital or healthcare setting.
  - In-depth knowledge of HR principles, practices, and labor laws
  - Strong understanding of healthcare industry regulations and compliance requirements.
  - Excellent communication (written and verbal), interpersonal, and negotiation skills.
  - Proven ability to manage multiple priorities, work independently, and meet deadlines.
  - Proficiency in HRIS systems (e.g., Workday, Oracle HCM) and Microsoft Office Suite.
  - Strong analytical and problem-solving abilities.
  - Demonstrated leadership and team-building skills.
  - High level of integrity, confidentiality, and professionalism.

**GENERAL CONDITIONS**

- Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address, and reachable telephone numbers.
- 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/ Diploma/Certificates.
- Form IV National Examination Certificates,
- Computer Certificates where applicable.
- 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 POSTED to the following address on or before **04.00 p.m. 13<sup>th</sup> October 2025** (i.e., Deadline for receiving applications)

Executive Director

Dodoma Christian Medical Center Trust

P. O. Box 658 Dodoma

Those using e-mail should submit their applications to **[jobs@dcmct.or.tz](mailto:jobs@dcmct.or.tz)**