



# ROTOM JOB VACANCY

**FEBRUARY 2024**

Reach One Touch One Ministries (ROTOM) is a Christian not-for-profit organization supporting vulnerable older persons and children under their care. ROTOM envisions older persons living dignified and fulfilled lives, and exists to empower older persons and children under their care, through the love of Jesus Christ, to attain a better life, regardless of their faith.

Join our enthusiastic teams, in the following vacant position at ROTOM.

## ROTOM HEALTH CENTER – MUKONO

Position	Vacancies	Employment Category	Reports to:
Cashier	One	Full time	Medical manager

### MAJOR FUNCTION

Providing courteous and holistic cash management, in coordination with a multidisciplinary healthcare team.

### Tasks and responsibilities

- Receiving of payments and issuing of receipts.
- Timely billing of all in and out outpatients and following up on payments in an honourable manner.
- Verification of money handed over for night duties and making a report at the end of day including all patient details and amounts received.
- The incumbent will be tasked with handing over collections to the manager and safe custody of money up to the end of their shift.
- Administer and process all petty cash transactions within the parameters of Health centre policies and procedures.
- Ensuring that all cash paying patients make appropriate payment deposits before admission and that all patients have made payments to completion before discharge.
- Incumbent will ensure that all cash paying patients who fail to clear their bills, are brought to the attention of the Health Center Manager.
- Following up on supplier payment and verification of drug supplied together with the dispensing team.
- Liaise with Doctors, Lab technicians and Nurses to make sure that all billable items are included in the bills.

- Generating clear and accurate monthly financial reports entailing all transactions within the incumbent's jurisdiction.

### **PERSON SPECIFICATION**

#### **Essential skills, experience and qualifications.**

- The Cashier should hold a Diploma in any business-related field
- At least three years of Cashier related experience preferably in a hospital environment.
- Computer literacy skills i.e. proficient in Microsoft Office
- Should be able to work fast and handle a stream of clients
- Ability to offer a positive customer experience with fair, friendly, and courteous service.
- Basic mathematical skills and demonstrates good cash handling skills  
Must possess a teachable spirit and uphold integrity in their execution of work.
- Demonstrates competence in team work, and good time management
- A Christ centred individual
- Aged between 20 to 35 years

### **KEY NOTES:**

1. ROTOM is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.
2. Make sure that your application letter, CV and certificates are attached as **one** document.
3. The position you are applying for should form the subject of your email.
4. Any form of canvassing will lead to automatic disqualification.
5. Only shortlisted candidates will be contacted.
6. Candidates should attach a copy of their National Identity Card.

**NB:** In compliance to the Data Protection & Privacy Laws of Uganda, ROTOM will use your application documents only for purposes for which they were intended.

### **APPLICATION PROCEDURE**

All applications and references should be addressed to the Human Resource Manager. Applications can be sent to [rotomuganda@reachone-touchone.org](mailto:rotomuganda@reachone-touchone.org) or hand delivered to our ROTOM Head Office in Mukono, anytime between Monday to Friday 8:00 AM and 5:00 PM EAT.

**Deadline for submission of application is Friday 16/02/2024**

**END OF ADVERT**