



## **Vacancy Advertisement:**

### **Medical Officer, Medical Clinical Officer & Cashier/Receptionist**

#### **General Philosophy:**

**Reach One Touch One Ministries (ROTOM) “envisions older persons living a dignified and fulfilled lives”.**

#### **ROTOM:**

- Exists to empower older persons and their dependants, through the love of Jesus Christ, to attain a better life, regardless of their faith.
- Is committed to upholding Christian faith and its principles of love, evangelism and discipleship, honesty, justice, respect, stewardship and team work.
- Was registered in 2003 as a Non-Government Organization (NGO)
- Also values the principles of transparency and accountability, and aims to build good working practices.
- Maintains a strong focus on staff discipline and reliability.

### **Position One: Medical Officer**

**Reports to:** Manager ROTOM Medical Services

**Location:** ROTOM Health Center – Mukono (with regular travel to field projects)

#### **Qualifications:**

- Committed /Born again Christian
- Age: 25-55 years
- Academic Qualification: Bachelor of Medicine and Bachelor of Surgery or its equivalent with a valid practising license.
- Experience Requirements: Minimum 2 years in clinical practice or related field.
- Other skills required: Good computer skills and leadership skills

- Salary/ Benefits: As per contract.

### **Key Responsibilities are to:**

- Conduct medical evaluations, diagnosis and management of all clients both out-patient and in-patient departments
- Ensure that continuous medical education is conducted for all staff.
- Ensure that the health center is maintained in proper medical hygiene and cleanliness standards at all times.
- Be available on call for out of hours-care when called upon
- Participate and provide recommendations for recruitment of locum staff.
- Support Manager, Medical Services to develop work plans, proposals and coordinate health facilities activities where information is needed from different stakeholders.
- To ensure that all medical consumables, equipment & services are procured and provide respective accountabilities in liaison with the Manager, Medical Services.
- Follow up all medical related incomes and expenditure with relevant team members and service providers accordingly.
- Provide medical reports as required by ROTOM management.
- Monitor records and data management at the health center and provide donors with any related health updates.
- Conduct performance appraisals for medical staff.

## **Position Two: Medical Clinical Officer**

**Reports to:** Medical Officer – ROTOM Health Center Muhanga

**Location:** ROTOM Health Center – Muhanga , Rukiga District

**Function / Major responsibility:** In support of Medical Officer, perform medical evaluations and management of clients.

### **Person specifications, qualifications and experience:**

- Committed /Born again Christian
- 25 - 55 years and above.
- Degree or diploma in clinical medicine or its equivalent from a recognized institution of learning.

- Must be registered with The Allied Health Professionals Council with a valid practicing license.
- Working experience in a registered health center setting is an added advantage.

### **Key Duties & Responsibilities:**

- Conduct medical evaluations, diagnosis and management of all clients both out-patient and in-patient departments
- Organize continuous professional development sessions with staff in area of jurisdiction
- Be an active member of the on-call Rota for provision of out of hours' care.
- To keep up to date with medical practices
- Organize quarterly medical outreach programs for beneficiaries.
- To ensure that all medical consumables, equipment & services are procured and provide respective accountabilities in liaison with the Manager, Medical Services
- Recommend Locum staff to the manager medical services for recruitment in consultation with HR.
- Support Manager, Medical Services to develop work plans, proposals and coordinate health facilities activities where information is needed from different stakeholders.
- Participate in the ROTOM extended management Meeting.

### **Position Three: Cashier/Receptionist**

**Reports to:** Medical Officer – ROTOM Health Center Muhanga

**Location:** ROTOM Health Center – Muhanga , Rukiga District

**Function / Major responsibility:**

**Person specifications, qualifications and experience:**

- Committed /Born again Christian
- 20 – 30 years and above.

- Hold at least a diploma in Business Administration, Secretarial Studies, Accounting or related field of study.
- Other skills required: Good computer skills and excellent customer care
- Salary / Benefits: As per contract

### **Key Duties and Responsibilities**

- Serve clients by greeting, welcoming and directing them appropriately
- Keeping the reception area tidy
- Receipt cash collections for ROTOM Health Center and ensure deposits are made on time
- Maintain and disburse petty cash in accordance with ROTOM procedures
- Manage weekly cash count
- Review supporting documents for accuracy and signatures on all cash vouchers and checks
- And any other duties as directed by the supervisor.