



## St. Walburg's Hospital Nyangao

P. O. Box. 1002, Lindi Region - Tanzania, Mobile no. +255656227511  
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30/04/2023

### JOB VACANCY ANNOUNCEMENT

Catholic Diocese of Lindi announces a job vacancy as follows;

Position: Hospital Administrator

Number of vacancy: 1

Salary: TGS I-1

Experience: not less than 2 years in the field of Health Administration

Terms: Contract

Reports to: Hospital Medical Officer In charge

Station: St. Walburg's Hospital Nyangao

#### Education and qualification

- Either Bachelor/Masters in the following fields; Business Administration, Project Management, Public Relations, Governance and Management
- **Added Skills**  
Accounting skills, Proposal writing, resource mobilization, and donor communication

#### Job descriptions

- Serves as a Head of Accounting and Finance department
- Serves as a member of the Hospital Management Team
- Assists Medical Officer In charge in executing operational plans
- Assists in development of hospital short term and long term business plans/projects
- Oversee the development and execution of projects
- Contribute to the capacity development of the Management Team
- Coordinate the flow of information between management and other department for decision making
- Assist Medical Officer In charge with coordination or liaison with international and local partnership
- Ensures that all departments in the hospital are working together harmoniously as a team to achieve the desired vision
- Coordinate preparation and implementation of the annual budget
- Participate in developing annual plans, prepare and implement strategic plans and other plans
- Together with Management, develop proposal and grant proposal
- Assist Medical Officer In charge in writing monthly, quarterly and annual reports
- Assist Management to oversee monitoring and evaluation of hospital operations

#### Other motivation package

- Motivational allowance
- Furnished house

#### General qualifications

- Applicants should be Tanzanian/non-Tanzanian with affidavit
- Aging between 29-50 years.
- Should attach their birth certificate, NIDA, secondary certificates and professional certificates

- Should attach a detailed personal information (CV) entailing their 3 employment referees from their former employers
- Women are highly encouraged to apply

#### **HOW TO APPLY**

All applications must be forwarded to;  
VICAR GENERAL,  
CATHOLIC DIOCESE OF LINDI,  
S.L.P 435,  
LINDI.

**DEADLINE;** All applications must be sent to the emails; [dioceseoflindi@gmail.com](mailto:dioceseoflindi@gmail.com) and cc: [nyangaohospital@gmail.com](mailto:nyangaohospital@gmail.com) not more than 15<sup>th</sup> May 2023

