



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



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DCMC Hospital invites qualified persons to fill in the position of Executive Director.

1. EXECUTIVE DIRECTOR

Job Summary

The Executive Director holds a pivotal position as the Chief Executive Officer responsible for the day-to-day operations of the hospital and directs the implementation of the growth and development plans in line with the Strategic Plan of DCMC. The incumbent serves as the Accounting Officer and is directly accountable to the Board of Trustees. The primary responsibilities of the Executive Director include planning, controlling, coordinating, and implementing objectives, functions, and activities within the hospital. These actions are crucial for ensuring effective and efficient management in alignment with the hospital's strategic plan. The Executive Director serves as the official spokesperson for the hospital.

Qualifications and Experience:

- Holder of Master of Medicine Degree (MMed) plus Master degree in Business/General Management from recognized institutions.
- Must have a minimum of eight (8) years working experience in a busy reputable hospital or health institution in similar or equivalent role.
- Must be registered by the Tanganyika Medical Council as a Medical Doctor or satisfy the registration requirements of the Tanganyika Medical Council.

Personal Attributes and Skills Required:

1. **Leadership:** Strong leadership skills are essential to effectively guide and motivate staff towards achieving organizational goals.
2. **Financial Acumen:** A solid understanding of financial management principles is crucial for overseeing budgeting and financial operations.

3. **Communication Skills:** Effective communication, both oral and written, and interpersonal skills are necessary for serving as the official spokesperson of the hospital and interacting with various stakeholders.
4. **Organizational Management:** Proficiency in planning, organizing, and coordinating activities to ensure smooth operations within the hospital.
5. **Experience:** Proven experience in organizational management in healthcare/Medical administration or a related field is typically required for this role.

Key Responsibilities of the Executive Director:

1. **Strategic Leadership:** The Executive Director is responsible for providing strategic leadership to the organization, setting goals, and developing plans to achieve them. This includes aligning the organization with the Tanzanian Health reforms and ensuring compliance with relevant regulations.
2. **Organizational Management:** Demonstrating in-depth knowledge of principles of organizational management is essential for the Executive Director. This involves overseeing day-to-day operations, managing resources efficiently, and fostering a positive work culture within the organization.
3. **Policy Implementation:** The Executive Director should be familiar with Tanzanian Health reforms to effectively implement policies that improve healthcare services, address public health challenges, and promote equitable access to healthcare for all citizens.
4. **Stakeholder Engagement:** Building and maintaining relationships with stakeholders such as government agencies, donors, healthcare providers, and community members is a critical aspect of the Executive Director's role. This involves effective communication, collaboration, and partnership building.
5. **Financial Management:** Ensuring financial sustainability by developing budgets, monitoring financial performance, securing funding sources, and making strategic financial decisions are key responsibilities of the Executive Director.
6. **Staff Development:** Supporting professional growth and development of staff members, fostering a culture of continuous learning, and promoting diversity and inclusion within the organization are important aspects of the Executive Director's role.
7. **Organizational Stewardship:** Ability to demonstrate knowledge and commitment to uphold the vision, mission, and core values of the organization is an important aspect of the Executive Director's role.

Duties and responsibilities

- To supervise all activities of DCMCT hospital services, research and training, overall management/maintenance and ensure that they run in accordance to the management concept of the institution and other regulations of hospital.
- To maintain good working relationship with external organizations financing the hospital and providing other form of assistance.
- To ensure that the hospital operates cost effectively, managed efficiently and sustainability.
- To be the chief spokesperson of the hospital on all operations matters.
- To be the custodian of discipline at the hospital.
- To ensure that the hospital finances are appropriately managed.
- To support the Board of Trustees and be as much instrumental in implementing its decisions and directives.
- To chair management committee and the appoint committees for smooth running of the DCMCT.

- To represent DCMCT at government and other institutions meetings and conferences.
- To be the overall in-charge of the DCMCT budget and the accounting officer.
- To develop and maintain the institution's vision and corporate identity and coordinating on-going changes of management programme.
- To coordinate and communicate all activities on a policy level with government and international organizations.
- To be answerable to the Board of Trustees.

2. CHIEF OF NURSING SERVICES (MATRON) - 1 POSITION

Job Summary:

The incumbent will oversee the quality and efficiency of patient care. This is an administrative and strategic planning role that involves maintaining standards of care, monitoring nursing staff, and ensuring compliance with all regulations. The incumbent will review department management reports, communicate issues with hospital leadership, and help with budgeting. S/he will be responsible for planning, coordination and implementation of long- and short-term plans for nursing activities in clinical departments. S/he will supervise all line divisions heads and ensure performance targets are met.

Qualifications and Experience:

- Holder of Master's Degree in Nursing or equivalent Postgraduate diploma from a recognized institution.
- Holder of Diploma or Degree in Nursing from a recognized institution.
- Must be registered by the Tanzania Nursing and Midwifery Council
- Must have a minimum of five (5) years working experience in a busy reputable hospital
- Must have a valid practicing license

Personal Attributes

- Able to develop in-depth knowledge of principles of new public management and familiar with health reforms.
- Good leadership skills and qualities and able to work in a team
- Able to communicate with proven interpersonal skills and proven problem-solving skills
- Versality in the critical management skills of transformation leadership, action planning, performance and total quality management, team building, decision making, problem solving and change management.

Duties and responsibilities

- To supervise overall nursing activities at the hospital
- To plan organize and supervise nursing care for patients at the hospital
- To plan and execute preventive healthcare activities within and outside the hospital
- To ensure adherence to national standards, guidelines and protocols for nursing practice in Tanzania
- To evaluate nursing services and use the information gathered to improve the quality of services

- To ensure cleanness and infection control protocol is adhered to by all staff in all sections
- To advise management on the required nursing standards staffing levels qualifications and specific skills in the hiring process
- To write reports and ensure timely distribution of reports to the municipal and other stakeholders
- To respond to specific customers' needs and complaints and resolve any arising dissatisfaction and conflicts arising during staff/patient/relatives' interaction
- To perform any other related duties as may be assigned from time to time

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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. on **20 May 2024** (i.e., Deadline for receiving applications)

Chairman of the Board of Trustees
Dodoma Christian Medical Center Trust
P O Box 2664
Dodoma

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



DODOMA CHRISTIAN MEDICAL CENTER TRUST

CONSULTANCY SERVICES

DEVELOPMENT OF A PROCUREMENT AND SUPPLY CHAIN MANAGEMENT MANUAL

Background

Dodoma Christian Medical Center (DCMC) was established in 2003 and has since been dedicated to delivering specialist and super-specialist healthcare with a focus on high-quality and compassionate care. Over the years, the hospital has evolved its strategic planning process to ensure long-term operational excellence and comprehensive healthcare services.

Recently, DCMC has transitioned to a more strategic approach with a 25-year Perspective Plan, a 10-year Transformation Plan, and a five-year Strategic Plan. These plans were developed using a participatory approach involving key stakeholders, aiming to identify obstacles, opportunities, and appropriate strategies aligned with national health plans and international development goals.

Over the next 25 years, DCMC aims to become a world-class super-specialist hospital, evolving into a regional hub for advanced medical care. The hospital prioritizes quality services, preventive and corrective care, and technological advancements to enhance access and equity in healthcare.

In line with its strategic objectives, DCMC seeks to engage a consultant to develop a Procurement and Supply Chain Management Manual. This manual will play a crucial role in enhancing operational efficiency, ensuring transparency, and supporting the hospital's long-term sustainability goals.

Objectives

The primary objective of this assignment is to develop a robust and comprehensive Procurement and Supply Chain Management Manual that will guide the procurement operations and supply chain management of DCMC Hospital. The manual should cover, but not be limited to, the following areas:

- Procurement planning
- Supplier selection and evaluation
- Contract management
- Risk management in procurement
- Audit procedures in procurement
- Inventory management
- Distribution of supplies to different departments
- Handling returns or disposal of used items

Scope of Work

The consultant will be expected to:

1. Conduct a thorough review of the existing procurement systems, supply chain procedures, and inventory management practices.
2. Develop a comprehensive Procurement and Supply Chain Management Manual.
3. Provide training to the relevant staff on the application of the new procurement policies, supply chain procedures, and inventory management practices.

Deliverables

The consultant will deliver the following:

1. A comprehensive Procurement and Supply Chain Management Manual.
2. A report detailing the process undertaken in developing the manual, challenges encountered, and recommendations for future improvements.
3. Training materials and a report on the training conducted.
4. A final report summarizing the project's outcomes, including any recommendations for future improvements.

Timeframe

The assignment is expected to be completed within two months from the date of contract signing.

Qualifications

The consultant should have:

1. A minimum of a Master's degree in Supply Chain Management, Procurement, or a related field.
2. Active procurement professional qualification such as CIPS, CSP, CPSP, or MCIPS qualification.
3. At least five years of experience in developing procurement policies, supply chain procedures, and inventory management practices for healthcare institutions, with a demonstrable working knowledge in the field.
4. Excellent communication and training skills.

Application Process

Interested consultants are invited to submit their CVs and a proposal detailing their understanding of the TOR, methodology, and a detailed work plan. The proposal should be divided into two parts: a Technical Proposal and a Financial Proposal. The Technical Proposal should detail the approach and methodology for the assignment, while the Financial Proposal should provide a detailed budget estimate for the assignment.

Evaluation and Selection

Proposals will be assessed based on the following weightings:

1. Technical Proposal (70%): This includes understanding of the TOR (20%), methodology (30%), experience (10%), and work plan (10%).
2. Financial Proposal (30%): This will assess the cost-effectiveness of the proposal.

Confidentiality and Compliance

The consultant will have access to the hospital's procurement information, upholding the highest standards of confidentiality and adherence to regulatory requirements.

Proposal Submission

Interested consultants or consulting firms are invited to submit a detailed proposal outlining their approach, methodology, timeline, team composition, relevant experience, and proposed budget. Proposals should be submitted to **Mr. Edward Emmanuel** (Chief of Administration and Human Resource) through email at: eedmanuel@dcmct.or.tz no later than 10 days from the date of this advertisement.



DODOMA CHRISTIAN MEDICAL CENTER TRUST

CONSULTANCY SERVICES

DEVELOPMENT OF A FINANCIAL POLICIES AND PROCEDURES MANUAL

Dodoma Christian Medical Center (DCMC) was established in 2003 and has since been dedicated to delivering specialist and super-specialist healthcare with a focus on high-quality and compassionate care. Over the years, the hospital has evolved its strategic planning process to ensure long-term operational excellence and comprehensive healthcare services.

Recently, DCMC has transitioned to a more strategic approach with a 25-year Perspective Plan, a 10-year Transformation Plan, and a five-year Strategic Plan. These plans were developed using a participatory approach involving key stakeholders, aiming to identify obstacles, opportunities, and appropriate strategies aligned with national health plans and international development goals.

Over the next 25 years, DCMC aims to become a world-class super-specialist hospital, evolving into a regional hub for advanced medical care. The hospital prioritizes quality services, preventive and corrective care, and technological advancements to enhance access and equity in healthcare.

In line with its strategic objectives and testament to the hospital's dedication to continuous improvement and sustainable growth, DCMC seeks to engage a consultant to develop a Financial Policies and Procedures Manual. This manual will play a crucial role in enhancing financial efficiency, ensuring transparency, and supporting the hospital's long-term sustainability goals.

Objectives

The primary objective of this assignment is to develop a robust and comprehensive Financial Policies and Procedures Manual that will guide the financial operations of DCMC Hospital. The manual aims to encapsulate the essence of prudent financial management, serving as a cornerstone for the hospital's financial decision-making processes. The manual should cover, but not be limited to, the following areas:

1. Financial planning and budgeting
2. Financial reporting and record-keeping
3. Cash and bank management
4. Asset management
5. Audit procedures

Scope of Work

The consultant will be expected to:

1. Conduct a thorough review of the existing financial systems and procedures.
2. Develop a comprehensive Financial Policies and Procedures Manual.

3. Provide training to the relevant staff on the application of the new financial policies and procedures.

The consultant's work will be pivotal in transforming the hospital's financial landscape, fostering a culture of accountability and precision.

Deliverables

The consultant will deliver the following:

1. A comprehensive Financial Policies and Procedures Manual.
2. A report detailing the process undertaken in developing the manual, challenges encountered, and recommendations for future improvements.
3. Training materials and a report on the training conducted.
4. A final report summarizing the project's outcomes, including any recommendations for future improvements.

The deliverables will be instrumental in charting a new course for financial governance, equipping DCMC Hospital with the tools necessary for navigating the complexities of healthcare finance.

Timeframe

The assignment is expected to be completed within two months from the date of contract signing. The specified timeframe underscores the urgency and importance of the project, reflecting the hospital's proactive approach to financial stewardship.

Qualifications

The consultant should have:

1. A minimum of a Master's degree in Finance, Accounting, or a related field.
2. Active CPA (T) qualification.
3. At least five years of experience in developing financial regulations and procedures for healthcare institutions, with a demonstrable working knowledge in the field.
4. Excellent communication and training skills.

The qualifications ensure that the consultant possesses the acumen and expertise required to undertake this critical assignment, reflecting the hospital's commitment to excellence.

Application Process

Interested consultants are invited to submit their CVs and a proposal detailing their understanding of the TOR, methodology, and a detailed work plan. The proposal should be divided into two parts:

1. **Technical Proposal and a Financial Proposal.** The Technical Proposal should detail the approach and methodology for the assignment.
2. **The Financial Proposal.** The Financial Proposal should provide a detailed budget estimate for the assignment.

The application process is designed to attract professionals who share the hospital's vision for financial excellence and are capable of translating that vision into reality.

Evaluation and Selection

Proposals will be assessed based on the following weightings:

1. **Technical Proposal (70%):** This includes understanding of the TOR (20%), methodology (30%), experience (10%), and work plan (10%).
2. **Financial Proposal (30%):** This will assess the cost-effectiveness of the proposal.

Additional Aspects

1. **Stakeholder Engagement:** The consultant will engage with key stakeholders to ensure the manual is aligned with the needs of all departments.
2. **Risk Management:** Identification and mitigation of potential risks throughout the project lifecycle.
3. **Sustainability:** Ensuring that the financial procedures foster long-term sustainability and adaptability to future changes.

Confidentiality and Compliance

The consultant will have access to the hospital's financial information, upholding the highest standards of confidentiality and adherence to regulatory requirements.

Proposal Submission

Interested consultants or consulting firms are invited to submit a detailed proposal outlining their approach, methodology, timeline, team composition, relevant experience, and proposed budget. Proposals should be submitted to **Mr Edward Emmanuel** (Chief of Administration and Human Resource) through email at: eemanuel@dcmct.or.tz no later than 10 days from the date of this advertisement.