

THE REPUBLIC OF UGANDA



HEALTH SERVICE COMMISSION

EXTERNAL ADVERT NO. 3 OF JULY, 2021
RECRUITMENT FOR EMERGENCY RESPONSE TO FIGHT THE COVID-19 PANDEMIC

Applications are invited from suitably qualified applicants to fill vacant posts on a one year contract tenable at **Ministry of Health - Referral Hospitals, (MoH (RH))** The Application should be filled **ONLINE** at www.hscers.ug/ers and submitted to the Secretary, Health Service Commission not later than **9th July, 2021**. The link to the E-recruitment system can also be accessed from the Commission's website on www.hsc.go.ug.

1. Applicants are advised to:

- a) Complete PSF 3 and keep it for future reference.
- b) Secure a scanned passport size photograph (JPEG format).
- c) Scan only the relevant documents.
- d) Create an email address in case you do not have one.

2. Relevant Documents include the following:

- a) Academic and professional certificates (UCE, UACE, Diplomas, Degrees, Fellowships).
- b) Evidence of training in specialized areas where applicable.
- c) Registration certificates and valid practicing licenses for health workers who are required by law to register with relevant Professional Councils.
- d) National and current Institutional Identity Cards.
- e) Priority should be given to uploading only the relevant documents in the job specifications. Shortlisted applicants will have the opportunity to present additional relevant qualifications.

3. Application Process

- a) Visit the website www.hscers.ug/ers or www.hsc.go.ug and follow the link to hscers.ug/ers
- b) Study the information about the advert
- c) Go to “**Job seekers log in**” and register. **If you are already registered, log in with your registered details, update your profile where necessary, proceed to (d) and (e) below**
- d) View the jobs
- e) Select one job of your choice, APPLY ONLINE and upload all relevant documents and **SUBMIT**.

Detailed guidance on how to apply is provided on the website.

4. It is emphasized that:

- a) The application should be completed and submitted **ONLINE**.
- b) Applicants should apply for only **one (1) post**.
- c) Only shortlisted candidates will be contacted.
- d) Health Workers already employed in the Public Service **NEED NOT APPLY**.
- e) Candidates who will present forged certificates shall be handed over to the Police for appropriate action.
- f) Health Workers who are on long term training (one year and above) must not apply.

5. Where help is needed, please contact the Health Service Commission on telephone **0414-254378** or **041348501**, or email at info@hsc.go.ug or ers.help@hsc.go.ug

All services of the Health Service Commission are provided free of charge and equal opportunity is given to all qualified applicants.

SUMMARY OF POSITIONS
External Advert No. 3 of July 2021

S/N	POSTS	SALARY SCALE	MoH - RH
1.	Medical Officer Special Grade (Physician-Internal Medicine)	U2	40
2.	Medical Officer Special Grade (Anaesthesia)	U2	38
3.	Medical Officer Special Grade (Radiology)	U2	20
4.	Medical Officer	U4	100
5.	Nursing Officer (Nursing)	U4	45
6.	Laboratory Technologist	U4	30
7.	Anaesthetic Officer	U5	20
8.	Laboratory Technician	U5	30
9.	Psychiatric Clinical Officer	U5	20
10.	Assistant Nursing Officer (Nursing)	U5	243
11.	Enrolled Nurse	U7	40
12.	Ambulance Assistant	U7	60
13.	Oxygen Plant Operator	U8	20
14.	Ambulance Drivers	U8	60
TOTAL			766

SECRETARY
HEALTH SERVICE COMMISSION

DETAILED JOB SPECIFICATIONS

Post:	Medical Officer Special Grade (Internal Medicine) - 40 Posts
Reference:	MoH/RH/ER/1
Salary scale:	U2
Reports to:	Consultant (Internal Medicine)
Qualifications:	<ul style="list-style-type: none"> • MBChB Degree or its equivalent from a recognized University/Institution. • Master of Medicine Degree in Internal Medicine or its equivalent from a recognized University or Institution.
Other requirements:	Applicants should have demonstrable qualities of leadership and integrity.
Duties and responsibilities:	<ol style="list-style-type: none"> a) Manage services in his/her specialization at the Referral Hospital and the catchment area covered by the Hospital. b) Supervise and mentor health professionals under him or her. c) Plan and coordinate training programmes for Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Referral Hospital and catchment area of the Hospital. e) Plan, co-ordinate and conduct research in his/her specialty. f) Provide technical and professional advice in his/her area of specialization to Government and the Hospital. g) Participate in the management of referred patients. h) Ensure that discipline and Ethical Code of Conduct are observed by the staff under him or her. i) Advise on the procurement of equipment, drugs and other logistics required for his or her specialty. j) Perform any other duties as may be assigned from time to time.

Post:	Medical Officer Special Grade (Anaesthesia) - 38 Posts
Reference:	MoH/RH/ER/2
Salary scale:	U2
Reports to:	Consultant (Anaesthesia)
Qualifications:	<ul style="list-style-type: none"> • MBChB Degree or its equivalent from a recognized University/Institution. • Master of Medicine Degree in Anaesthesia or its equivalent from a recognized University or Institution.
Other requirements:	Applicants should have demonstrable qualities of leadership and integrity.
Duties and responsibilities:	<ol style="list-style-type: none"> a) Manage services in his/her specialization at the Referral Hospital and the catchment area covered by the Hospital. b) Supervise and mentor health professionals under him /her. c) Plan and coordinate training programmes for Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Referral Hospital and catchment area of the Hospital. e) Plan, co-ordinate and conduct research in his/her specialty. f) Provide technical and professional advice in his/her area of specialization to Government and the Hospital. g) Participate in the management of referred patients. h) Ensure that discipline and Ethical Code of Conduct are observed by the staff under him or her. i) Advise on the procurement of equipment, drugs and other logistics required for his or her specialty. j) Perform any other duties as may be assigned from time to time.
Post:	Medical Officer Special Grade (Radiology) – 20 Post
Reference:	MoH/RH/ER/3
Salary Scale:	U2
Reports to:	Consultant (Radiology)
Qualifications:	<ul style="list-style-type: none"> • MBChB Degree or its equivalent from a recognized University or Institution. • Master of Medicine Degree in Radiology or its equivalent from a recognized University or Institution.
Other requirements:	<ul style="list-style-type: none"> • Applicants should have demonstrable qualities of leadership and integrity.
Duties and Responsibilities:	<ol style="list-style-type: none"> a) Manage services in his/her specialization at the Referral Hospital and the catchment area covered by the Hospital. b) Supervise and mentor, health Professionals under him/her. c) Plan and coordinate training programmes for Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Referral Hospital and catchment area of the Hospital. e) Plan, co-ordinate and conduct research in his/her specialty. f) Provide technical and professional advice in his/her area of specialization to Government and the Hospital. g) Participate in the management of referred patients. h) Ensure that discipline and Ethical Code of Conduct are observed by the staff under him or her. i) Advise on the procurement of equipment, drugs and other logistics required for his or her specialty. j) Perform any other duties as may be assigned from time to time.

Post:	Medical Officer 100 Posts
Reference:	MoH/RH/ER/4
Salary Scale:	U4
Reports to:	MOSG or Senior Medical Officer
Qualifications:	MBCHB or its equivalent from a recognized University / Institution.
Other Requirements:	Should have good communication and inter personal skills
Duties and Responsibilities:	<ul style="list-style-type: none"> a) Participates in diagnosis, treatment and management of patients in the Assessment Centre, Causality, Clinics and Wards. b) Evaluates patients and refers them for specialized Health care. c) Works as part of the health professionals team in the delivery of quality health care to patients. d) Participates in outreach and community health programs. e) Participates in research activities and health data collection. f) Participates in continuing medical education program. g) Participates in development of Standards for case management. h) Compiles and submits periodic reports. i) Adhere to the professional code of conduct and Ethics. j) Performs any other duties as assigned by supervisors.
Post:	Nursing Officer (Nursing) - 45 Posts
Reference:	MoH/RH/ER/5
Salary Scale:	U4
Reports to:	Senior Nursing Officer (Nursing)
Qualifications:	BSc. Nursing Degree or its equivalent from a recognized University/Institution.
Other Requirements:	Good communication, counseling and interpersonal skills. Should have patient focused approach and pleasant personality.
Duties and Responsibilities:	<ul style="list-style-type: none"> a) Receive patients, register admissions, discharge patients and record deaths. b) Provide Nursing Care services to patients. c) Keep patients comfortable and ensure clean and safe environment. d) Ensure that aseptic techniques are observed. e) Participate in bedside nursing procedures as a member of the caring team. f) Participate in Doctors ward rounds. g) Prepare patient for meals and participate in serving them. h) Compile daily Ward reports and hand over to in-coming shift. i) Participate in research activities. j) Impart knowledge and skills to students and staff. k) Manage and account for allocated resources. l) Adhere to the relevant Codes of Conduct and Ethics. m) Perform any other duties as may be assigned from time to time

Post:	Medical Laboratory Technician – 30 Posts
Reference:	MoH/RH/ER/6
Salary Scale:	U5
Reports to:	Senior Laboratory Technician or Medical Laboratory Technologist
Qualifications:	Must have a Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized institution.
Duties and Responsibilities:	<ul style="list-style-type: none"> a) Liaise with ward managers in the preparation of patients for laboratory tests. b) Participate in proper collection, handling and transportation of specimens to the laboratory. c) Carry out laboratory analysis, interpret results and submit reports to Clinicians. d) Requisition for equipment and other supplies. e) Ensure that equipment is functional and well maintained. f) Ensure safety measures against hazards. g) Participate in safety assurance to laboratories. h) Participate in research. i) Manage and account for allocated resources. j) Adhere to the Professional Codes of Conduct and Ethics. k) Perform any other duties.
Post:	Anaesthetic Officer 20 Posts
Reference:	MoH/RH/ER/7
Salary Scale:	U5
Reports to:	Senior Anaesthetic Officer
Qualifications:	Must have a Diploma in Anaesthesia from a recognized Institution.
Duties and Responsibilities:	<ul style="list-style-type: none"> a) Preparing patients for anaesthesia. b) Administering anaesthesia to patients. c) Managing post-operative patients. d) Participating in the resuscitation of patients. e) Managing and accounting for allocated resources. f) Servicing and maintaining equipment. g) Participating in research activities. h) Imparting knowledge to students and staff. i) Adhering to professional code conduct and Ethics. j) Carrying out human resource activities like identifying man power need training, promotional, leave and deployment. k) Compiling and submitting periodic reports.
Post:	Laboratory Technologist 30 Posts
Reference:	MoH/RH/ER/8
Salary Scale:	U4
Reports to:	Senior Medical Laboratory Technologist
Qualifications:	Must have Bachelors Degree in Medical Laboratory science/ Technology or its equivalent from a recognized University/Institution.
Duties and Responsibilities:	<ul style="list-style-type: none"> a) Collecting and analyzing specimens. b) Implementing bio-safety and bio-security guideline. c) Executing work plans and budgets. d) Interpreting and reporting results. e) Supervising and on benchmarking training of students. f) Developing and implementing standard operating procedures. g) Analyzing diseases surveillance specimens. h) Adhere to the professional code of conduct and Ethics. i) Ensure that the data generated from the Laboratory is properly managed and utilized.

	Post:	Psychiatric Clinical Officer 20 Posts
	Reference:	MoH/RH/ER/9
	Salary Scale:	U5
	Reports to:	Senior Psychiatric Clinical Officer
	Qualifications:	Must have a Diploma in Mental Health or equivalent from a recognized Institution.
	Other Requirements:	Should have good communication, interpersonal and team building skills.
	Duties and Responsibilities:	<ul style="list-style-type: none"> a) Participating in diagnosing treating and proper management of patients with mental illness b) Referring complicated case to the psychiatrist. c) Ensuring maximum protection of patients, relatives and staff. d) Ensuring community sensitization about mental health. e) Initiating and participating in research activities. f) Imparting knowledge and skills to students and staff. g) Prepares reports for submission to the hospital Director. h) Carries out any other duties as may be assigned from time to time.
10.	Post:	Assistant Nursing Officer (Nursing) - 243 Posts
	Reference:	MoH/RH/ER/10
	Salary Scale:	U5
	Reports to:	Nursing Officer (Nursing)
	Qualifications:	Must have a Diploma in Nursing or a Diploma in Comprehensive Nursing from a recognized Institution.
	Other Requirements:	Should have good communication, Counseling and interpersonal skills.
	Duties and Responsibilities:	<ul style="list-style-type: none"> a) Receive patients, register admissions, discharge patients and record deaths. b) Provide Nursing Care services to patients. c) Keep patients comfortable and ensure clean and safe environment. d) Ensure that aseptic techniques are observed. e) Participate in bedside nursing procedures as a member of the caring team. f) Participate in Doctors ward rounds. g) Prepare patient for meals and participate in serving them. h) Compile daily Ward reports and hand over to in-coming shift. i) Participate in research activities. j) Impart knowledge and skills to students and staff. k) Manage and account for allocated resources. l) Adhere to the relevant Codes of Conduct and Ethics. m) Perform any other duties as may be assigned from time to time
11.	Post:	Enrolled Nurse – 40 Posts
	Reference:	MoH/RH/ER/11
	Salary Scale:	U7
	Reports to:	Assistant Nursing Officer (Nursing)
	Qualifications:	Must have Enrolled Nurse or Enrolled Comprehensive Nurse Certificate from a recognized institution.
	Other Requirements:	Should have a patient focused approach and pleasant personality.
	Duties and Responsibilities:	<ul style="list-style-type: none"> a) Participate in a continuous nursing coverage on Wards/Units by receiving reports and effectively handing over to in-coming staff. b) Keep patients comfortable and ensure a clean and safe environment.

	<ul style="list-style-type: none"> c) Give out treatment as prescribed and carry out nursing procedures. d) Carry out observations, keep proper records and ensure their safe custody. e) Participate in Doctors/Clinical officers' ward rounds. f) Receive patients, register admissions and discharges. g) Ensure that aseptic techniques are adhered to in the preparation procedures. h) Maintain close contact with patients. i) Ensure confidentiality. j) Carry out Health Education to patients and their attendants. k) Participate in Primary Health Care activities. l) Adhere to the professional code of conduct and Ethics. m) Perform any other duties as may be assigned from time to time. 	
12.	Post:	Ambulance Assistants 60 Posts
	Reference:	MoH/RH/ER/12
	Salary Scale:	U7
	Reports to:	Assistant Nursing Officer/Senior Enrolled Nurse
	Qualifications:	<ul style="list-style-type: none"> • Must have Enrolled Nursing Certificate or enrolled comprehensive certificate from a recognized Institution. • Additional training in Ambulance Operations and basic life support is an added advantage.
	Duties and Responsibilities:	<ul style="list-style-type: none"> a) Working with emergency medical technician (Ambulance Officer) to determine the nature and extent of illness or injury and establish priority from required emergency care. b) Providing emergency medical and trauma care, to adults, children and infants based on assessment findings. c) Determining the most appropriate facility to which the patient will be transported, unless otherwise directed by medical Director. d) Constantly assessing the patient en-route to the emergency facility, administering basic life support care as indicated or directed by medical control, and assists in lifting and carrying the patient out of Ambulance and into the receiving medical facility. e) Participate in creating a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients in the absence of law enforcement. f) Providing basic rescue service if the Ambulance has not been accompanied by a specialized unit. g) Providing continuing emergency medical care while en-route to the medical facility h) Reporting to the emergency department or communications centre the nature and extent of illness /injuries, the number being transported and the destination to assure prompt media care on arrival. i) Identifying assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility. j) Reporting verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics. k) Providing assistance to the receiving medical facility staff upon request. l) Adhere to the professional code of conduct and Ethics. m) Attending continuing education and refresher training programs.

13.	Post:	Oxygen Plant Operators 20 Posts
	Reference:	MoH/RH/ER/13
	Salary Scale:	U8
	Reports to:	Principal Nursing Officer
	Qualifications:	<ul style="list-style-type: none"> • A level. • Relevant trade test certificate for any of the following: Craft I, II and III.
	Duties and Responsibilities:	<ol style="list-style-type: none"> a) Controls fractionating columns compressors, purifying towers, heat exchangers and related equipment to extract nitrogen oxygen from air for industrial therapeutic use. b) Turns valves in specified sequence to control flow of air through series of units that compress and liquefy it, remove carbon dioxide and impurities and separate resulting product into nitrogen oxygen. c) Observes pressure, temperature, level and flow gauges to make sure there is standard operation. d) Tests oxygen for purity and moisture content at various stages of process using burettes moisture meter. e) Adjust equipment according to test results and knowledge of process equipment. f) Opens valves to transfer liquid or gaseous oxygen through heat exchanger to cool air, to heat and vaporize liquid oxygen, and to store gaseous or liquid oxygen in storage tanks at specified temperature pressure. g) Turns valves to transfer compressed oxygen to storage cylinders. h) Cleans and makes minor repairs equipment, like replacing defective valves and removing carbon from valves, using hand tools air hose. i) Records gauge readings test results. j) May open valves to convey hot nitrogen through alternate batteries of dryers to remove moisture. k) May clean refill dryer with activated alumina. l) Adhere to the professional code of conduct and Ethics. m) May operate equipment to extract, compress, and liquefy hydrogen from natural gas be designated liquid- hydrogen plant Operator.
14.	Post:	Ambulance Drivers 60 Posts
	Reference:	MoH/RH/ER/14
	Salary Scale:	U8
	Reports to:	Designated supervisor
	Qualifications:	<ul style="list-style-type: none"> • UCE. • Valid driving permit. • Training in defensive driving will be an added advantage. • Competence driving certificate from Ministry of Works and Transport.
	Duties and Responsibilities:	<ol style="list-style-type: none"> a) Safely driving an Ambulance to transport patients as quickly as possible to medical facilities. b) Provide assistance in situations where the patient requires some level of care before reaching the hospital, such as instances of heavy bleeding or respiratory distress. c) Clean and keep the Ambulance thoroughly sanitized and, free of soiled linen and contaminated supplies. d) Make daily entries into a driving log. This information includes patients' names and addresses, trip names, mileage and services performed. e) Adhere to the professional code of conduct and Ethics.