

# THE REPUBLIC OF UGANDA



## HEALTH SERVICE COMMISSION

### *EXTERNAL ADVERT NO. 3 OF MAY 2024*

Applications are invited from suitably qualified applicants to fill vacant posts tenable at **the Ministry of Health – Regional Referral Hospitals (MoH/RRH) and Mulago Specialised Women and Neonatal Hospital (MSWNH).**

The Applications should be filled **ONLINE** at <https://hscers.ug> and submitted to the Secretary, Health Service Commission **not later than 18<sup>th</sup> June 2024.**

#### **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** and attach only the relevant documents.
- d) Create an email address in case you do not have one.

#### **2. Required Documents include the following:**

- a) Academic and professional certificates (UCE, UACE, Professional Certificates, Diplomas, Degrees, Fellowships).
- b) Evidence of training in specialized areas where applicable.
- c) Letters of appointment, confirmation and promotion where applicable.
- d) Registration certificates and valid practicing licenses for health workers who are required by law to register with relevant Professional Councils.
- e) National and current Institutional Identity Cards.

Priority should be given to uploading only the required documents as per the job specifications. Shortlisted applicants will have the opportunity to present additional relevant documents during interviews.

#### **3. Application Process**

- a) Visit the website <https://hscers.ug>
- b) Study the information about the Advert.
- c) Go to **“log-in”** and click register now. **If you are already registered, log-in with your registered details, update your profile where necessary and proceed to (d) and (e) below.**
- d) View the jobs by clicking simple search and search for a job.
- e) Select one job of your choice, click **APPLY NOW**, apply and upload all relevant documents and click **save application.**
- f) At the end of the application process, click **SUBMIT** in order to submit your application.

Detailed guidance on how to apply is provided on both the e-Recruitment System and Health Service Commission website.

#### 4. It is emphasized that:

- a) The application should be completed and submitted **ONLINE**.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall, **where applicable**, be required to bring their original certificates, letters of appointment, three copies of completed PSF 3, Registration Certificates and Valid Practicing Licenses and evidence of active service, at the oral interview.
- d) Candidates who will present forged certificates and other documents shall be handed over to the Police for appropriate action.
- e) Health Workers who are on **long-term training** (one year and above) must not apply.

5. In case of need, you are advised to seek help from the Health Service Commission which will respond to inquiries by telephone on **0414-254378** or **0414-348501**, or email at [ers.help@hsc.go.ug](mailto:ers.help@hsc.go.ug). In addition, you may also seek help from the Ministry of Health **or** the nearest National **or** Regional Referral Hospital Human Resource Unit.

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

### SUMMARY OF POSITIONS FOR EXTERNAL ADVERT NO. 3 OF JUNE 2024

#### I: ADVERTISED POSITIONS

S/N	POST	SCALE	MoH-RRH	TOTAL
1.	Hospital Director	U1SE	2	2
2.	Medical Officer Special Grade (Emergency Medicine)	U2	1	1
	<b>Total</b>		<b>3</b>	<b>3</b>

#### II: RE-ADVERTISED POSITION

S/N	POST	SCALE	MSWNH	TOTAL
	Medical Officer Special Grade (Intensive Care)	U2	1	1
	<b>Total</b>		<b>1</b>	<b>1</b>

## DETAILED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

### MINISTRY OF HEALTH – REGIONAL REFERRAL HOSPITALS

<b>1.</b>	<b>Post:</b>	<b>Hospital Director – 2 Posts (MoH - RRH)</b>
	<b>Reference:</b>	<b>HRM 72/173/41 – MoH/RRH</b>
	<b>Salary Scale:</b>	<b>U1SE</b>
	<b>Reports to:</b>	<b>Hospital Management Board and Director Curative Services</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB <b>or</b> BDS <b>or</b> equivalent from a recognized University or Institution.</li> <li>• Master’s Degree in a Health Discipline from a recognized University <b>or</b> Institution.</li> <li>• Postgraduate qualification in Administration <b>or</b> Management <b>or</b> Health Services Management from a recognized University <b>or</b> Institution.</li> </ul>
	<b>Experience:</b>	At least nine (9) years’ working experience, three (3) of which should have been at a Senior Managerial <b>or</b> Specialist position in the Health Sector.
	<b>Other Requirements:</b>	Strategic thinking, team building, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Coordinate the development and review of policies, plans, strategies and programmes for the Hospital and monitor their implementation.</li> <li>b) Provide guidance on strategic, business and operational planning and budgeting for health service delivery activities in the hospital and its catchment areas.</li> <li>c) Manage and account for medical, fiscal, human and other resources.</li> <li>d) Mobilize resources for health service delivery activities in the hospital and its catchment areas.</li> <li>e) Ensure care, treatment and protection of patients.</li> <li>f) Promote and enhance collaboration between the Hospital, Local Government, Non-Governmental Organizations, communities and Private Sector in the catchment area.</li> <li>g) Prepare and submit periodic Hospital Performance Reports to the relevant authorities.</li> <li>h) Provide support and research initiatives in Health Care.</li> <li>i) Initiate Capacity Building and Development Programmes for the Hospital Staff.</li> <li>j) Supervise, mentor and appraise staff.</li> <li>k) Manage the Public Relations function of the Hospital.</li> <li>l) Enforce Ethical Standards and observance of Codes of Conduct.</li> <li>m) Perform any other duties as may be assigned from time to time.</li> </ol>
<b>2.</b>	<b>Post:</b>	<b>Medical Officer Special Grade (Emergency Medicine) – 1 Post (Mubende RRH)</b>
	<b>Reference:</b>	<b>HRM 72/173/41 – MoH/RRH</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Consultant (Emergency Medicine)</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB Degree <b>or</b> its equivalent from a recognized University <b>or</b> Institution.</li> <li>• Master of Medicine Degree in Emergency Medicine from a recognized University <b>or</b> Institution.</li> </ul>
	<b>Other Requirements:</b>	Demonstrable qualities of leadership and integrity.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Assist in ensuring efficient management of services in his/her specialization at the Hospital and the catchment area covered by the Hospital.</li> <li>b) Supervise and mentor Medical Officers, Interns and other Health</li> </ol>

	<p>Professionals under him/her.</p> <p>c) Plan and coordinate training programmes for Health Professionals under him/ her.</p> <p>d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Hospital.</p> <p>e) Provide technical and professional advice in his/her area of specialization to Government and the Institution.</p> <p>f) Carry out research in his/her area of specialty.</p> <p>g) Prepare and submit periodic reports.</p> <p>h) Perform any other duties as may be assigned from time to time.</p>
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### MULAGO SPECIALISED WOMEN AND NEONATAL HOSPITAL (MSWNH)

<b>Post:</b>	<b>Medical Officer Special Grade (Intensive Care) – 1 Post</b>
<b>Reference:</b>	<b>HRM 72/173/40 – MSWNH</b>
<b>Salary Scale:</b>	<b>U2</b>
<b>Reports to:</b>	<b>Consultant (Intensive Care)</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB Degree <b>or</b> its equivalent from a recognized University <b>or</b> Institution.</li> <li>• Master of Medicine Degree in Intensive Care from a recognized University or Institution.</li> </ul>
<b>Other Requirements:</b>	Demonstrable qualities of leadership and integrity.
<b>Duties and Responsibilities:</b>	<p>a) Assist in ensuring efficient management of services in his/her specialization at the Hospital and the catchment area covered by the Hospital.</p> <p>b) Supervise and mentor Medical Officers, Interns and other Health Professionals under him/her.</p> <p>c) Plan and coordinate training programmes for Health Professionals under him/ her.</p> <p>d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Hospital.</p> <p>e) Provide technical and professional advice in his/her area of specialization to Government and the Institution.</p> <p>f) Carry out research in his/her area of specialty.</p> <p>g) Compile and submit periodic reports.</p> <p>h) Perform any other duties as may be assigned from time to time.</p>