MINISTRY OF HEALTH

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VACANCY CIRCULAR NO. 14 of 2015
ADVERTISEMENT
PROJECT POST: BOTSWANA COMBINATION PREVENTION PROJECT (BCPP) 24-36 MONTHS CONTRACT
VACANCY: PRINCIPAL NURSING OFFICER II/NURSING SUPERINTENDENT -D3

Applications are invited from suitably qualified citizens for the above position in the Ministry of Health, Department of Clinical Services, tenable at Princess Marina Hospital and Gaborone.

Salary Scale: D3 (P190,104- P209,868 per annum)

Benefits: Gratuity at the rate of 25% at the end of contract.

Leave: 30 working days per annum.

Qualifications: Bachelors Degree in Nursing Science/ Diploma in General Nursing or relevant field from recognized institutions. Masters’ Degree will be an added advantage.

* Must have KITSO (Advanced Clinical Care Fundamentals) training
* Nurse Prescriber training an added advantage
* Preference will be given to those that are readily available.

Applicants must be registered with Botswana Nurses and Midwifery Council.

Experience: At least eight (8) years experience in the relevant field with a minimum of at least two (2) years as Senior Nursing Officer/Chief Registered Nurse. Sufficient knowledge in HIV/AIDS care activities will be an added advantage.

Main purpose of the job: To participate in the research by enrolling eligible patients in the study.

Duties:
1. Supports Site Coordinator by identifying, examining, enrolling and monitoring HIV positive patients in the study.
2. Collects specimen, data through interviews and medical records reviews.
3. Delivers accurate data to the medical team for analysis, maintains data and follow up patients when necessary.
4. Ensures that data forms for the Ministry of Health Information System especially HIV/AIDS forms are filled out appropriately and submitted on time.
5. Initiates and dispenses ARV drugs according to the National Guidelines.
6. Performs any other related duties consistent with training and competencies.

Required Competencies:
- Problem Solving
- Organizational Agility
- Communicating Effectively
- Building Effective Teams
- Customer Focus

VACANCY CIRCULAR NO. 14 of 2015
ADVERTISEMENT
VACANCY: PRINCIPAL BIOMEDICAL ENGINEER II-D3

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health, Department of Clinical Services, tenable at Princess Marina Hospital and S’rana Psychiatry Hospital.

Salary: D3 (P190, 104- P209, 868) per annum

Benefits:
A) Optional contributory Medical Aid Scheme (Government pays 50% Employee 50%)
B) Contributory Pension Scheme (Government contributes 15% and employee contributes 5% of salary).

Leave: 30 working days per annum.

QUALIFICATION: Bachelor of Science in Biomedical Engineering /Clinical Engineering. MSc./M.Eng. in Biomedical Engineering will be an added advantage.

Applicants must be registered with Botswana Health Professions Council.

Experience: At least five (5) years of work experience in the relevant field.

Main Purpose of the Job: To direct control and coordinate all engineering services as well as procurement and project management of the hospital.

Key Performance Areas:
1. Heads the Engineering Department in a referral hospital.
2. Interprets broad policy and objectives pertinent to maintenance, repair and procurement replacement of hospital and medical equipment and collaborates with other relevant departments to develop a comprehensive program for maintenance service.
3. Interprets broad policy and objectives pertinent to maintenance, repair and procurement replacement of hospital and medical equipment and collaborates with other relevant departments to develop a comprehensive program for maintenance service Prepares annual estimates for the operational budget for engineering services.
4. Contributes in planning, auditing and evaluation of healthcare services through participation in relevant committee meetings at hospital level by providing technical advice on issues pertinent to hospital equipment and its management.
5. Assists with cost control and economic use of materials. Enforces the use of cost effective methods in the maintenance and repair of equipment.
6. Monitors new developing trends in medical equipment management and adopts or adapts the strategies that will enhance and improve equipment management.
7. Assesses requests for new and additional hospital and medical equipment and advises on the desirable quality and quantity.
8. Authors payment vouchers relating to payments of consultants, contractors, suppliers, travelling claims etc.
9. Co-ordinates all maintenance related activities within the health facility and DHMT.
10. Undertakes any other related duties as may be assigned by Management.

Required Competencies:
- Functional/Technical skills
- Analysis and Problem Solving
- Communicating Effectively
- Delivery Quality Service
- Supervision and Accountability
- Deciding and Initiating Action

Applications:
Quote the number of this Vacancy Circular and provide the following details:
- Full name, address and place of birth
- Brief summary of career duties (Curriculum Vitae)
- Certified copies of certificates (academic), current references (not more than 6 months) and Identity Card (Omang).
- In case of Serving Public Officers/Mission Hospitals’ employees:
  - Date of first appointment
  - Present post (with salary scale) and date of appointment thereto.

Applications should be addressed to:
PERMANENT SECRETARY
Hand delivered to:
MINISTRY OF HEALTH OR Ministry of Health Headquarters
P/BAG 0038 Office 8A21
GABORONE

Important: All applications from serving Public Officers must be routed through their Heads of Departments and Permanent Secretaries. Applications not so routed will not be considered.

Only short listed candidates will be responded to.

Closing date: 27 March 2015

For further information contact: Human Resource Management Unit on Tel: 3632732/2073

VALUES: Botho, Equity, Timeliness, Customer Focus, Teamwork, Accountability