ISHAKA ADVENTIST HOSPITAL & HEALTH TRAINING INSTITUTIONS

EXTERNAL JOB ADVERT

Ishaka Adventist Hospital is a faith-based healthcare institution committed to restoring health and wholeness in harmony with God's will. In order to achieve this vision, Ishaka Adventist Hospital is building a team of highly qualified and skilled persons who can ably contribute to providing quality Health Care services and medical education to the community.

1. Job Title : Pharmacist

Reports To : Medical Director

Responsible For : Dispensers & Interns

Job Purpose

To manage the quality preparation, safe storage and rational use of Medicines and health supplies in the hospital store & Pharmacies

Key Outputs

- Plans and budget for pharmacy activities produced.
- Professional advice provided to clinicians & other Health Professionals.
- Pharmaceutical supplies requisitioned.
- Medicines and infusions prepared.
- Prescriptions and medications dispensed.
- Accountability for financial and other resources prepared.
- Medicines properly stored.
- Adequate medicines supply levels monitored and maintained.
- Periodic Reports prepared and submitted.
- Staff supervised and appraised.

Key Functions

- Planning and budgeting for pharmacy activities.
- Providing professional advice and support on all issues of pharmaceutical management in the district
- Requisitioning for hospital pharmaceutical needs.
- Preparing quality compounded medicines and infusions.
- Dispensing prescription and medications.
- Providing advice to Clinicians and other Health Professionals on prescriptions.
- Providing advice to patients and communities on proper use and storage of medicines.
- Producing accountability for financial and other resources.
- Ensuring proper storage of medicines in the facilities
- Monitoring and maintaining adequate medicines supply levels
- Preparing and submitting periodic reports.
- Supervising and appraising staff
- Professional and Service codes of conduct and ethics enforced.

Person Specifications:

(i) Qualifications

- Degree in Pharmacy or its equivalent from a recognized Institution.
- Must be registered and licensed with the Pharmacy Council.

(ii) competences

- Planning, organizing and coordinating
- Records and information management
- Project Management
- Ethics and integrity
- Concern for quality and standards.
- Team building

2. **Job Title** : **Gynaecologist and Obstetrician**

Reports To : Medical Director

Responsible For : Medical Officers, Intern Doctors, Midwives, and Nurses.

Job Purpose

To provide specialized clinical, surgical, and preventive Obstetrics and Gynaecology services, ensuring safe maternal, fetal, and women's reproductive healthcare in accordance with hospital standards and national medical guidelines.

Key Outputs

- Departmental work plans and budgets produced.
- Specialized antenatal, intrapartum, postnatal, and gynaecological care delivered.
- Obstetric and gynaecological surgical procedures performed safely.
- Obstetric and gynaecological emergencies timely managed.
- Specialist clinical advice provided to Medical Officers, Midwives, and other Health Professionals.
- Medical equipment, theatre supplies, and reproductive health commodities requisitioned.
- Maternal and perinatal mortality and morbidity audits conducted.
- Accountability for departmental financial and material resources prepared.
- Periodic clinical and departmental reports prepared and submitted.
- Departmental staff and interns supervised, mentored, and appraised.

Key Functions

- Planning and budgeting for Obstetrics and Gynecology departmental activities.
- Diagnosing, treating, and managing complex antenatal, delivery, postnatal, and gynaecological cases.
- Performing elective and emergency obstetric and gynaecological surgeries (including caesarean sections, laparotomies, hysterectomies, and minimally invasive procedures).
- Providing specialized family planning, infertility management, and reproductive health screening services.

- Providing technical advice and clinical consultation to Clinicians, Midwives, and other Health Professionals.
- Conducting health education and counselling for patients and communities on maternal and reproductive health.
- Requisitioning specialized medical equipment, surgical instruments, and departmental supplies.
- Participating in and leading maternal and perinatal death reviews and clinical quality assurance audits.
- Producing accountability for financial, clinical, and other allocated resources.
- Preparing and submitting periodic departmental performance and clinical reports to the Medical Director.
- Supervising, coaching, and appraising Medical Officers, Intern Doctors, Midwives, and Nursing Staff.
- Enforcing professional and service codes of conduct, patient confidentiality, and medical ethics.

Person Specifications

(i) Qualifications

- Bachelor of Medicine and Bachelor of Surgery (MBChB) degree or its equivalent from a recognized Institution.
- Master of Medicine (MMed) in Obstetrics and gynecology or its equivalent from a recognized Institution.
- Must be registered and hold a valid Annual Practicing License as a Specialist with the Uganda Medical and Dental Practitioners Council (UMDPC) or relevant national medical council.

(ii) Competences

- Clinical judgment and surgical proficiency
- Planning, organizing, and coordinating
- Records and information management
- Ethics, confidentiality, and integrity
- Concern for quality and patient safety standards
- Leadership, mentorship, and team building
- Effective communication and empathy

3. Job Title : Executive Assistant

Reports To : Executive Director

Job Purpose

To provide high-level executive, administrative, and technical IT support to the Executive Office, ensuring seamless schedule management, digital workflow efficiency and effective coordination of executive operations.

Key Outputs

- Executive schedules, appointments, and itineraries coordinated and maintained.
- Board, management, and committee meetings organized and minutes accurately recorded.
- Executive correspondence, reports, and digital presentations prepared and dispatched.
- Electronic and physical filing systems organized, backed up, and secured.
- Digital workflow tools, databases, and management dashboards updated and utilized.
- Office budgets, petty cash, and IT requisitions accounted for.
- Periodic operational and administrative reports prepared and submitted.

Key Functions

- Managing the Executive's calendar, scheduling meetings, and coordinating local and international travel logistics.
- Preparing agendas, compiling board packs, taking minutes, and tracking action items for executive and management meetings.
- Drafting, editing, and formatting executive correspondence, memos, briefs, and multimedia presentations.
- Administering digital records, cloud storage, and document management systems while enforcing data privacy and cybersecurity protocols.
- Providing first-line IT support for the Executive Office, including troubleshooting hardware, software, video conferencing, and network connectivity issues.
- Liaising with the IT department and external service providers on system upgrades, software licenses, and technical maintenance.
- Requisitioning office and IT supplies and preparing financial accountability for executive office expenditures.
- Serving as the primary point of contact between the Executive Office, internal departments, and external stakeholders.
- Supervising and appraising administrative support staff.
- Enforcing organizational policies, confidentiality standards, and professional codes of conduct.

Person Specifications:

(i) Qualifications

- Bachelor's Degree in Information Technology, Computer Science, Business Administration, or a related field from a recognized institution.
- Additional certification or training in Executive Office Management, Information Systems, or Microsoft Office Specialist (MOS) is an added advantage.
- A minimum of two (2) to three (3) years of relevant working experience supporting senior management in a tech-driven environment.

(ii) Competences

- Planning, organizing, and coordinating

- First-line technical troubleshooting and systems administration
- Confidentiality, ethics, and integrity
- Excellent written and verbal communication
- Time management and multitasking under pressure

4. Job Title : Theatre Assistant

Reports To : Nursing Officer

Responsible For : None

Job Purpose

To prepare the theatre for surgical operations.

Key Outputs

i. Surgical trolleys prepared.
ii. Surgical instruments and equipment maintained.
iii. Assistance in minor surgical procedures provided.
iv. Theatre waste disposed of.

Key Functions

i. Preparing surgical trolleys for different surgical operations.
ii. Maintaining surgical instruments and equipment.
iii. Assisting in minor surgical procedures.
i. Safe disposal of theatre waste.
ii. Adhering to professional and service code of conduct and ethics.

Person Specifications

(i) Qualifications

- Must have a Uganda Certificate of Education with passes in science subjects or its equivalent from a recognized institution.
- Certificate in Theatre Techniques

(ii) Competences

- Concern for quality and standards
- Ethics and integrity
- Team work
- Communication
- Time management

APPLICATION PROCEDURE

- **Required Documents:** Interested candidates should submit an application letter clearly stating the Post Title, Curriculum Vitae (CV), certified copies of academic transcripts/certificates, current Annual Practicing License (where applicable)
- Applications should be delivered to the Office of the Human Resource Manager, Ishaka Adventist Hospital & Health Training Institutions, Bushenyi - Ishaka P.O. Box 111, Bushenyi, or sent to **Email: hr@iah.co.ug** not later than **30th November 2026 at 5:00 PM.**