



LUBAGA HOSPITAL

EMPLOYMENT OPPORTUNITIES

ABOUT US: Lubaga Hospital, founded in 1899 (incorporated as Uganda Martyrs Hospital Lubaga) is the second oldest hospital in the country. The facility is a Private-Not-for-Profit Hospital, owned by the Archdiocese of Kampala and accredited by the Uganda Catholic Medical Bureau. The Hospital offers Out-Patient, Inpatient and Diagnostic services, Internal medicine, Maternity and Antenatal care, Pediatrics, Surgery, Physiotherapy, Public Health, Clinical Research and undertakes training of human resources for health. Lubaga Hospital has 250 beds and is undergoing transformation in accordance with the Strategic Plan in order to meet the aspirations of society and most importantly, to become a health facility of choice.

In response to the increasing demand for quality health care services, coupled with recent investment in infrastructural development, Lubaga Hospital is seeking to recruit highly qualified persons to fill the positions stated herein:

Job Title: **Information, Communication & Technology (ICT) Manager.**
Department: ICT
Reports Directly to: Executive Director
Responsible for: ICT Staff

MAIN PURPOSE OF THE JOB

To provide strategic leadership, management, support and operations in the sphere of information, communication and technological sustainability and advancement in order to enhance Hospital efficiency in internal business processes. The ICT Manager is responsible for the overall strategic coordination, day-to-day management, and key technical oversight of the Hospital's ICT functions, in coordination with the various staff in the Department, to support high-quality programs serving the patients. The jobholder will keenly analyze and anticipate operational and programmatic ICT service needs and challenges and will introduce cost-effective technology improvement solutions in accordance with established policies, procedures, and service standards for optimal performance, integrity, security, and strategic alignment of systems.

KEY ROLES & RESPONSIBILITIES

1. Develops and maintains the approved ICT Strategy, policies and standards in alignment with the Hospital short- and long-term objectives;
2. Prepares, reviews and monitors the Hospital ICT Annual Budget and Operating Plan to ensure effective implementation of the ICT Strategy so as to enhance efficiency and competitiveness;
3. Provides leadership to the ICT team and advises various departments and the Hospital Management team on ICT developments, policies, integration and sustainability issues with the objective to increase efficiency and maximize returns on investment;
4. Maintains a cumulative view of all ICT projects, statuses and schedule for implementation support across the Hospital, bearing in mind time and cost elements;

5. Schedules the ICT team to ensure backbone Hospital Management Information System, supportive hardware infrastructure and other related applications are smoothly running in order to minimize downtime and maximize client satisfaction;
6. Builds and strengthens working relationships with suppliers, conducts supplier analysis, and assesses effectiveness to ensure that third-party services meet the Hospital business requirements and needs.
7. Collaborates with Procurement Department to ensure ICT purchases are in line with the Hospital standards and in compliance with best practice.
8. Assesses and analyses ICT companywide training needs and provides capacity building [training, coaching and on-the-job support] remotely or on-site, to staff and partners in ICT related areas to ensure efficient and consistent adaptation and use of ICT applications with the objective of sustaining high quality service delivery;
9. Deploys and maintains appropriate ICT infrastructure and connectivity solutions for secure and efficient data management in order to facilitate timely clinical operations and management decision making;
10. Plans, designs, directs and coordinates the installation, configuration and maintenance of appropriate security of the Hospital ICT infrastructure environment, including the delivery of network; manages crises to ensure ICT enablement of agency business;
11. Evaluates User needs and system functionality and ensures that ICT facilities and user devices meet the business needs. Ensures timely and quality service delivery, technical support and advice to user requests;
12. Keenly monitors ICT systems operations in terms of functionality, security and service delivery and provides statistical and analytical reports on ICT-related data, metrics and trends.

13. Collaborates with relevant staff to ensure that inventory of ICT equipment, hardware and software is maintained and updated.
14. Performs any other duties which may be assigned from time to time.

EDUCATION & WORKING EXPERIENCE

- a) The ideal candidate for Lubaga Hospital ICT Manager career placement should hold a Master's Degree in an Information Technology field, that is, Computer Science, Computer Networking, Programming, Information Systems or other equivalent ICT related postgraduate qualifications obtained from a recognized institution of higher learning;
- b) At least five years of progressively responsible and related professional experience obtained from an ethically recognized enterprise.

OR

- a) A Bachelor's Degree in ICT/ Computer Science/ Computer Networking/ Programming obtained from a recognized institution of higher learning;
- b) Ten (10) years of progressively responsible and related professional experience obtained from an ethically recognized enterprise.

TERMS OF ENGAGEMENT FOR THE POSITIONS

Three years (03) Employment Contract renewable, subject on Performance.

Job Title: **Assistant Internal Auditor**
Department: **Audit**
Reports Directly to: **Head Internal Audit**

COMPETENCIES OF THE JOB

- Good interpersonal, oral and written communication skills.
- Working knowledge of international auditing standards and procedures.

- Excellent computer skills in Microsoft office application
- Good analytical and problem-solving skills.
- High level of integrity.
- Be able to work with figures and pay attention to details
- Able to work with minimum supervision.
- Fluent in English.

EDUCATION & WORKING EXPERIENCE

- First Degree in Commerce or Business Administration with a bias in accounting.
- CPA level 11.
- A minimum of two (2) years' experience .
- Practical experience in using computerized auditing packages will be an advantage.

TERMS OF ENGAGEMENT FOR THE POSITIONS

Three years (03) Employment Contract renewable, subject on Performance.

HOW TO APPLY

All interested and qualified persons should submit the following.

- Cover letter.
- Updated and detailed Curriculum Vitae/Resume, with names, contact telephone numbers and email address of three (3) professional referees.
- Copies of Certified Academic Transcript and Certificates.
- Any other information deemed necessary

Addressed to:
The Human Resource Manager
Lubaga Hospital
P. O. Box 14130, Kampala, Uganda

Deadline for submission is **1st April 2022 at 17 hours.**