

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 250-bed capacity hospital offers Out-Patient and Inpatient services. These precisely include: Diagnostic services, Internal medicine, Maternity and Antenatal care, Paediatrics, Surgery, Physiotherapy, Endoscopy, Public Health, Urology, Nephrology & Dialysis, Neurology, Plastic Surgery, and Orthopaedics. The facility also undertakes Clinical Research, and training of Human Resources for Health. Lubaga Hospital is undergoing transformation in accordance with the Strategic Plan in order to meet the aspirations of society and most importantly, to become the health facility of choice in Africa.

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

Job Title:	Logistics Officer.
Department:	Administration.
Reports Directly to:	Hospital Administrator.

MAIN PURPOSE OF THE JOB

Logistics officer oversee the entire supply chain from ordering to movement of materials to the site. Plan, coordinates, and manages the flow of materials to ensure that they arrive at their destination on time and in good condition. Develops procedures to streamline delivery process and coordinating with suppliers. Keeping inventory and coordinating transportation and maintain databases.

KEY ROLES & RESPONSIBILITIES

- Supervise orders and arrange stocking of materials and equipment to ensure they meet needs.
- Prepare accurate weekly and monthly reports for Hospital Administrator and Management.
- Strategically plan and manage logistics, and transportation.
- Direct, optimize and coordinate full order cycle.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Meet cost, productivity, accuracy and timeliness targets.
- Maintain a filing system and ensure all procurement documents are properly filled.

EDUCATION & WORKING EXPERIENCE

- A Diploma in Procurement, Logistics or supply Chain Management.
- Proven working experience of not less than five as a Logistics officer.
- Record of successful distribution and logistics management.
- Excellent analytical, problem solving and organizational skills.
- Ability to work independently and handle multiple projects.

TERMS OF ENGAGEMENT FOR THE POSITION

Two-years (02) employment Contract.

HOW TO APPLY

A cover letter with a detailed CV together with 3 references including their contacts and email addresses, and copies of all relevant academic documents; and any other information deemed necessary should be delivered to **Uganda Martyrs Hospital Lubaga Human Resource Office/Reception** or sent to the email: **recruitment@lubagahospital.org** by 5.00 p.m. 16th September 2022.

Address to: **The Human Resource Manager, P.O. Box 14130. Kampala.**