

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:	Store Manager.
Department:	Administration.
Reports Directly to:	Hospital Administrator.

MAIN PURPOSE OF THE JOB

Store manager oversee daily operations at the store. Plans and directs the day to day operations of the store. The Job Holder supervises the operational and organizational standards of the store. The duties will include undertaking administrative tasks and monitoring inventory levels.

KEY ROLES & RESPONSIBILITIES

- 1 . Responsible for stock control, monitoring and ensuring optimum stock levels.
- 2 . Responsible for receiving and storage of building materials and equipment.
- 3.Verification of quality and quantity of materials and equipment supplied against the specifications made on the Local Purchase Order.
4. Issuing of materials as authorized by the Clerk of works.
5. Maintaining and keeping of Store's stock records.
6. Ensuring proper Store's Housekeeping, security, Health and safety.
7. Facilitates stores Inspection and Checking by the Auditors or any other authorized person and teams by management.
8. Performs any other duties which may be reasonably assigned from time to time.

EDUCATION & WORKING EXPERIENCE

- A Diploma in stores Management.
- Three years of progressively related working experience.
- Basic math skills sufficient to complete orders and calculate inventory.
- Excellent organizational skills.
- Multitasking skills.
- Time Management.

TERMS OF ENGAGEMENT OF 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 address, 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.**