



JOB OPPORTUNITY

OVERVIEW Survival Hospital is a private hospital duly registered as **District – level** in accordance with the provisions of the **Private Hospital (Regulation) Act (cap 151)** with **Registration number 12151**, it is located at Rushe, Mabira, in Kyerwa District, Kagera Region. The hospital has launched all Major units of operation includes Pharmacy, laboratory, Laboure, Theatre, RCH, Maternity, paternity, radiology, emergency, neonatal, mortuary and in patient wards for patient admission. Survival Hospital is a newly established facility owned by NSG CO. LTD whose headquarters are in Geita region. The hospital offers a conducive working environment, with access to essential services such as roads, water and electricity are available. The hospital is now looking for self-motivated staff with work patients in the following field.

Medical Attendant (04 Posts)

Duty station: Survival Hospital

Reporting to: Nursing Officer In-charge

Duties and Responsibilities:

- Assisting nurses and doctors in providing care to patients.
- Maintaining cleanliness of wards, patient beds, and equipment.
- Assisting patients with mobility, feeding, bathing, and other daily activities.
- Supporting safe transfer and positioning of patients.
- Ensuring proper waste disposal and infection prevention practices.
- Performing any other related duties as assigned by the supervisor.

Qualifications:

- Certificate in Medical Attendant / Nursing Attendant or related health support training from a recognized institution.

Experience:

- Minimum of **2-3 years** working experience in a hospital/health facility setting.

- Experience in patient care and hospital housekeeping is an added advantage.

Knowledge and Skills:

- Basic knowledge of infection prevention and control.
- Knowledge of patient care techniques and hospital procedures.
- Good interpersonal and communication skills.
- Ability to work under minimum supervision, with compassion and patience.
- Physical fitness and readiness to assist in patient handling.

Position Title: Cashier (04 Posts)

Duty station: Survival Hospital

Reporting to: Accountant

Duties and Responsibilities:

- Receiving payments from patients and issuing receipts.
- Preparing daily cash summaries and reports.
- Ensuring accurate posting of transactions in the system.
- Maintaining proper records of all financial transactions.
- Handling petty cash and ensuring accountability.
- Performing other duties as may be assigned by the supervisor.

Qualifications:

- Diploma/Certificate in Accounting, Business Administration, Finance, or related field from a recognized institution.

Experience:

- Minimum of **1-2 years'** working experience as a cashier or in an accounting/finance role.
- Experience in a hospital or healthcare facility will be an added advantage.

Knowledge and Skills:

- Good knowledge of accounting principles and cash handling procedures.
- Computer literacy with proficiency in MS Excel and accounting software.
- Strong numerical and analytical skills.
- High level of accuracy, integrity, and attention to detail.
- Excellent communication and customer service skills.
- Ability to work under pressure and meet deadlines.

Position Title: Secretary (03 posts)

Duty station: Survival Hospital

Reporting to: Medical Director

Duties and Responsibilities:

- Receive, prepare, and organize correspondence, memos, and reports.
- Schedule meetings, prepare agendas, and maintain calendars.
- Maintain accurate records and filing systems for the department or office.
- Answer phone calls, receive visitors, and direct communications appropriately.
- Ensure timely communication and dissemination of information.
- Perform any other administrative tasks assigned by the supervisor.

Qualifications:

- Certificate, Diploma, or equivalent in Secretarial Studies, Office Administration, or related field.

Experience:

- At least **2-3 years** of experience in office administration or secretarial role.
- Experience in a healthcare or hospital environment is an added advantage.

Knowledge and Skills:

- Excellent communication and interpersonal skills.
- Proficient in computer applications (MS Word, Excel, PowerPoint).
- Strong organizational and time-management skills.
- Attention to detail and ability to maintain confidentiality.
- Ability to handle multiple tasks and work independently.

**PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.
APPLICATION LETTER, CV AND EDUCATION CERTIFICATES SHOULD**

**BE SUBMITTED ELECTRONICALLY TO: humanresource@survival.co.tz WITH
THE SUBJECT LINE OF THE POSITION.**

**CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS END OF BUSINESS DAY ON
SATURDAY 30th AUGUST 2025.**

“Welcome to survival hospital, the place of good hope.”

