



---

**BUGANDO MEDICAL CENTRE**

---

Consultant and Teaching Hospital

### **EMPLOYMENT OPPORTUNITY**

Bugando Medical Centre is a consultant and teaching hospital for the Lake and Western zones of the United Republic of Tanzania. It is situated along the shores of Lake Victoria in Mwanza City. It has 950 beds and over 1300 employees. It is a referral centre for tertiary specialist care for eight regions, namely; -Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people. Bugando Medical Centre is therefore inviting suitably Tanzanians to fill the following donor funded project vacancies.

#### **1) PROJECT MANAGER -1 POST (RE-ADVERTISED)**

##### **A. Qualifications**

Holder of Bachelor Degree in one of the following field: Social science, Public Health Management, Project Management, or any related field from a recognized institution

##### **B. Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization/International NGO. Experience in the field of Health projects and Working with GVT, MCHMT or RHMT in project monitoring, budget control, report writing, developing different funded project and financial management is an added advantage.

##### **C. Duties and Responsibilities**

- Ensure effective and efficient implementation of the project in general
- Establish and monitor implementation schedules, Budget and cost plans
- Prepare and monitor project budgets and cash flow projections
- Ensure timely preparation of tender documents for the selection of a construction company to renovate selected health facilities
- Ensure the organization of the procurement process and the selection of the construction company in accordance with BMC and BMZ policy and guidelines

- Regular supervision of renovation works in close cooperation with the local architect consultant/advisor
- Ensure timely preparation of the tender documents to procure the medical equipment for the Health facilities
- Supervise renovation of health centers and equipment delivery
- Plan, organize and monitor training and outreach activities
- Ensure proper monitoring and quality control of the project activities.
- Prepare and present progress reports to the Head of Ophthalmology, Director General and CBM Tanzania.
- Prepare, or as appropriate supervise the preparation of progress reports, annual reports, project completion reports and other reports that may be required by CBM Tanzania
- Timely reporting of all project reports including semi-annual and annual reports as per the deadline
- Organize and coordinate field visits for CBM Tanzania, BMZ and other stakeholders as directed by the senior management of the hospital.
- Manage the relationship with the client and all stakeholders including OPDs
- Perform risk management to minimize project risks at all levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Create and maintain comprehensive project documentation of good practice
- To perform any other duties assigned by your supervisor.

**D. Term of engagement:** One-year, renewable depending on performance and availability of funds

## **2) PROJECT ACCOUNTANT -1 POST (RE-ADVERTISED)**

### **A. Qualifications**

Holder of Bachelor Degree in one of the following field: Accounting, Finance, Business Administration any related field from a recognized institution. Proficiency in MS Office applications (Excel, Words and Power point) is a must. CPA is an added advantage

### **B. Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization. Experience years in managing donor funded programs is an added advantage

**C. Duties and Responsibilities**

- To prepare annual financial budgets and monitor expenditure against the approved budgets.
- Ensuring that the BMC submit timely and quality Financial Reports on a quarterly basis or as per agreed reporting schedule, annual audit and financial statement reports.
- Participate in preparing and managing the financial risk of the project
- Prepare the BMC project payroll, and ensure tax calculations, social security and other statutory contribution are made in line with relevant BMC internal and national regulations
- Ensure that internal control procedures and donor regulations are adhered to for all cash and bank disbursements, receipts, transfers and include appropriate backup of supporting documentation.
- As a member of the procurement committees, ensure that any purchase, lease or sale of assets is done in accordance with procurement guidelines and receives the required approvals.
- Control and maintain a BMC country asset register and inventory, in line with BMC or donor requirements, as applicable. Plan and execute the asset verification on a quarterly basis and update the register. Report on any variances.
- Organize and manage the annual audit of BMC accounts and prepare, manage and implement follow-up plans based on given recommendations.
- In charge of proper preparation, circulation, filing and archiving of all accounting, financial and contractual documents in conformity with BMC procedures and standards.
- To process all payments (cash and bank) for the Project ensuring that they are properly approved by the Authority.
- To reconcile all ledgers, cash & banks and payroll to ensure that all transactions are accurately recorded and reported.
- To ensure that travel claims are well prepared and supported and prepare adjusting journals.
- Reconcile all ledgers, to ensure that all transactions are accurately recorded and reported.
- Monitor costs versus budget, bank balances, cash balances and asset purchases, with a view to advice on any arising financial issues with potential budget holder.
- Working in accordance with the BMC financial manual, partner agreements, BMC internal audit controls, and financial checklist in close liaison with CBM Operations team, Administration and Accounts Office
- To prepare and submit requests of funds to donor based on the Approved budget.
- To perform any other duties assigned by the supervisor.

**D. Term of engagement:** One-year, renewable depending on performance and availability of funds

### **MODE OF APPLICATION**

Letter of application should be written in English preferably handwritten attaching a detailed curriculum vitae, certified copies of academic and professional certificates, should put in a sealed envelope addressed to ;

**Director General,  
Bugando Medical Centre  
P.O.BOX 1370,  
MWANZA.**

Or

Submit the application documents in PDF format to email address; **[hospbugando@gmail.com](mailto:hospbugando@gmail.com)**

**DEADLINE:** The deadline for submissions of applications is **02<sup>nd</sup> November, 2022 at 18:00 pm**. This advertisement is also available through the hospital website **[www.bugandomedicalcentre.go.tz](http://www.bugandomedicalcentre.go.tz)**