



Job Description

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Job Title Hospital Manager	Job Location Dar es Salaam	Category Medicinal, Dental & Nursing
Job Type Full Time	Job level Manager	Industry Hospital & Nursing

Open to Expatriates
Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Hospital & Nursing: 5 Years
Secondary Industry -	Primary Category Medicinal, Dental & Nursing: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The main purpose of the role is to plan and coordinate the health services of a hospital. To help supervise all areas of a hospital, including physicians, health information technicians, nursing, medical records and more. This role also involves creation of reports to analyze the effectiveness of various departments and work to reach financial goals and maintain budgets. To work to improve the efficiency of care, keep up-to-date on new laws, represent the facility at governing boards and organize the records of facility services.

Responsibilities

- Manages departmental staff, including selection, scheduling and job assignments
- To work liaise with all departments to make sure the general set goals are reached ie IT department, Finance department, administration department
- Prepare Tenders and cooperate with Sales Managers to reach Tender objectives and providing them with the appropriate information.
- Assists training leaders in administrative functions
- Map and understand the customer's decision-making process
- Negotiate with decision makers
- Analyze variance from established metrics to identify improvement in quality and efficiency
- Assess current workflows in professional for opportunities for process improvement and optimization within the Hospital space
- Maintain relationship with key client contacts that fosters an environment to drive client performance and minimize attrition risk
- Ensures that all services and activities regarding distribution are carried out accurately and in a timely manner
- Preparation of operations reports for the board members
- Overseeing that the hospital facility is clean, presentable and ready for public use.

Education & Qualifications

- Bachelor's or master's degree of Health Administration, Business Administration or any other related field

Requirements

- 3-5 proven experience in hospital operations organization and management
- An understanding of hospital economics, labor relations and human resources management.

Characteristics

- Strong verbal and written communication
- Interpersonal skills
- Strong problem-solving and technical skills to find creative solutions for staffing and administrative problems
- Computer skills
- Leadership skills

Driving Licence

Not Required

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