

## JOB VACANCIES AT SURVIVAL HOSPITAL

### 1. Background

**Survival hospital** is the hospital based in Kyerwa District, Bukoba Region under the full ownership of NGS Co. Ltd, the company registered in 2014 with BRELA registration **No. 142355779** with its Head Quarter in Geita Region. The company principal activities are dealing with hardware supplies, garments supplies, involving in mining activities especially gold extraction, real estates, provision of health services and involving in community empowerment through non-governmental organization called Community Serve And Life Survival Organization ([www.cslso.or.tz](http://www.cslso.or.tz)).

Having completed to build the structures of the hospital including infrastructures and other facilities, now the management is looking for the best and qualified staffs to team up with Management and Board of the company to facilitate the following:

- i. To visit the hospital and establish the hospital needs
- ii. To organize all needs and find the best suppliers of the needs established
- iii. To tag prices for all supplies
- iv. To establish the budget for all needs established.
- v. To facilitate purchases of all needs established and fix at the hospital
- vi. To find best consultancy in hospital supplies
- vii. To organise human resource needs and announce for the vacancies
- viii. To team up with management to select best healthy and supportive staffs for operation
- ix. To allocate respective staffs to their duty position
- x. To supervise operational staffs on day to day operation.
- xi. To prepare daily/monthly/ quarterly and annual reports for the Board and Management of the company.
- xii. To supervise all projects performed by NGS CO. LTD.
- xiii. Specific duty shall be well analysed in the contracts immediately after all tasks analysed above are being completed.
- xiv. To perform all duties at Hospital. All activities/duties at Survival Hospital in Kyerwa shall not be additional tasks, rather party of daily activities.
- xv. Team up with management and the Board to prepare Hospital guidelines, policies, work plan and strategies.
- xvi. To perform any duties assigned by management/ Board of the company as long as are related with the company/hospital

### 2. Job Vacancies Available

JOB VACANCIES AVAILABLE			
VACANCIES	NO.	PLACE OF WORK	TERMS OF CONTRACTS
Finance Officer	1	HQ GEITA	Three Months Renewable
Procurement Officer	1	HQ GEITA	Three Months Renewable
Human Resource Officer	1	HQ GEITA	Three Months Renewable
Marketing Officers	1	HQ GEITA	Three Months Renewable
Office Attendant	1	HQ GEITA	Three Months Renewable

### 3. Desirable Qualifications

- i. Bachelor degree/Diploma in accounting, finance, procurements, human resources, marketing and office managements.
- ii. Fast learners with best personality
- iii. Professional qualification shall be added advantage.
- iv. Work experience shall be added advantage

### 4. Duties

- i. To team up and perform all duties listed in Item 1 above
- ii. Other specific duties shall be allocated upon renewal of the contracts

### 5. Remuneration

- i. Negotiable remuneration shall be awarded
- ii. Allowances as per company policy shall be paid on the field and specific additional tasks

### 6. How to Apply

Visit the website [www.cslso.or.tz](http://www.cslso.or.tz) and find Job Vacancies at Survival Hospital go where is written '**Application form**' download application form fill it and attach the following.

- i. Filled Application form
- ii. Updated CV with referee, phone numbers and update contacts.
- iii. Certified copies of certificates from recognised Universities/ Institutes
- iv. Certified copy of ID

Then, send the application form together with all attachments to [survivalhospital@cslso.or.tz](mailto:survivalhospital@cslso.or.tz) on or before **20<sup>th</sup> January 2023.**

***In case of any question, the following are please contacts***

**Email:** [dhra.survival@cslso.or.tz](mailto:dhra.survival@cslso.or.tz) or [ceo.survival@cslso.or.tz](mailto:ceo.survival@cslso.or.tz)

Phone: Message send to +255768341893

Call through +255764739860

Message send to +255768519889

Call through +255768301529

### Credibility Verification

- Visit our Instagram **survival\_hospital**
- The place where the hospital is: Visit our Instagram and use google map as placed on the Instagram page to view

### 7. GENERAL INFORMATION

Interview will be conducted at Geita in **NGS CO.LTD** Office located at Uwanja Street, along SAMIA Road. During Interview Day Drinking water, breakfast at 9:00 AM and lunch at 1:00PM will be freely provided. **ONLY SHORT LISTED CANDIDATE SHALL BE INVITED FOR INTERVIEW**

BY MANAGEMENT  
**NGS CO. LTD - GEITA**