



KAMUZU UNIVERSITY
OF HEALTH SCIENCES

VACANCY ANNOUNCEMENT

The Kamuzu University of Health Sciences (KUHeS) is a comprehensive health and allied sciences higher learning institution with the primary function of training health professionals that are globally competent but locally relevant.

In fulfillment of its vision and as part of its income generating strategy, the University provides services on commercial basis at its Clinics, one of which is situated at Mount Pleasant in Blantyre and the other at Old KCN campus in Lilongwe. These clinics operate as outpatient and Blantyre Clinic has a team of thirty-two specialist doctors in different areas of medicine. The University is inviting applications from well qualified Malawians to join the Clinic on the following positions:

1. Medical Officer (Lilongwe and Blantyre)

Position Summary

The Medical Officer will be required to mainly undertake clinical responsibilities at the students' clinic and at the Kamuzu University Private Clinic. They will be expected to conduct themselves in all matters relating to their employment, in accordance with the best practices and relevant ethical and professional standards and guidelines as determined by the Medical Council of Malawi. The successful candidate will be offered a two-year contract, which is renewable upon satisfactory performance.

Duties and Responsibilities

Among others, the Medical Officer shall perform the following duties and responsibilities:

- Conducting Clinical Assessment of patients and manage them accordingly
- Ensuring the highest standards of patient care for patients/clients at the clinic
- Attending to referred cases from other members of the team
- Mentoring and supervising of other members of the team

EXCELLENCE FOR LIFE



- Taking part in drafting annual budgets and work plans in collaboration with other departments for smooth running of the clinic
- Ensuring timely, appropriate and smooth referral of cases for specialists' attention
- Ensuring that there is proper documentation and detailed notes in medical records
- Writing relevant reports
- Performing any other related duties as assigned by the supervisor

Position Requirements

- Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent from any recognized institution
- Registered with the Medical Council of Malawi
- At least 1 year post internship work experience
- Flexible to work in a fast growing and changing environment.
- Excellent communication skills

Able to work during odd hours

2. Procurement Assistant (Blantyre)

Position Summary

The Procurement Assistant will be responsible for facilitating procurement of goods, works and services and to ensure that all procurement processes are done professionally, timely and in a cost-effective manner. The successful candidate will be offered a two-year contract, which is renewable upon satisfactory performance.

Duties and Responsibilities

Among others, the Procurement Assistant shall perform the following duties and responsibilities:

- Develop, implement, monitor and review procurement policies, plans and procedures for the Clinics.
- Interpolate Procurement policies and regulations.
- Coordinate with requestors and ensure the right materials are attached to requisitions.
- Assist with preparations of request for quotations, invitations to bid, request for proposal and ensure this is done in good time.
- Maintain appropriate records to ensure that procurement process, decisions and contractual agreement are accurately documented for accountability and audit purpose.
- Receive requirements from users and assist with circulation of quotes, bids and proposal for evaluation
- Seeking no objection from the office of the Director of Public Procurement and Disposal of Assets Authority (PPDA)
- Prepare, administer, negotiating and monitor all clinics procurement contracts.
- Raising Local Purchasing Orders
- Prepare reports for Clinic Management
- Advertising tenders

Position Requirements

- Diploma in Purchasing and Supply (CIPS) and be a member of Malawi Institute of Purchasing and Supply.
- A minimum of two years working experience in Procurement
- Willing to work in odd hours
- Excellent communication skill Those with experience in a similar position will have an added advantage

Application Procedure

Applicants meeting the requirements indicated above should submit applications including copies of certificates and a detailed CV with names, emails and contacts of 3 traceable professional referees, (one of which must be from the most recent or current employer) to:

The Registrar
Kamuzu University of Health Sciences
Blantyre Campus
Private Bag 360
Chichiri
Blantyre 3

Or

Email: recruitment@kuhes.ac.mw

Applications should be submitted by close of business on 3rd March,2023. Those submitting via email should indicate the title of the post on the subject line. Only shortlisted candidates will be contacted.