



## **EXTERNAL VACANCY ADVERTISEMENT**

Applications are invited from suitably qualified, innovative, self-driven and results-oriented employees for the following vacant position tenable in Gaborone.

### **1. MEDICAL OFFICER – GABORONE**

#### ***Main Purpose of the Job***

Reporting to the Clinic manager, the incumbent shall be responsible for providing medical services to the highest standards of excellence to clients of MRI Botswana.

#### **Key Performance Areas**

- Consult patients with undifferentiated and undiagnosed problems whether referred or not and make professional autonomous clinical diagnosis.
- Ensure proper documentation in patients files and that the clinic services are run according to the prescribed standards by Botswana Health Professions Council (BHPC).
- Establish and maintain effective relationships with all key stakeholders and partners to ensure achievement of business objectives.
- Ensure that services provided in the clinic are properly billed and paid for and prepare monthly, quarterly, and annual clinic reports.
- Ensure adherence to Standard Operating Procedures (SOPs).
- Determine appropriate stock levels for the unit and monitor stock valuations on a regular basis and analyses report on variances and stock losses.

#### **Job Requirements & Experience**

- Bachelor's degree in medicine and surgery (MBChB, MBBS).
- Four (4) years' experience in a clinical environment.
- Valid registration with Botswana Health Professions Council (BHPC)
- Postgraduate in Occupational Health would be an added advantage.
- Knowledge of ATLS, ACLS, AHCP and PALS will be added advantages.
- Practical experience in Emergency Medical Service will be an added advantage.

#### **Competencies**

The key competencies of this role include leadership skills, planning and organising, analytical thinking, teamwork, ability to work under pressure, attention to details, people management and effective interpersonal skills.

#### **Application Instructions:**

Applications which include cover letter, resume and certified certificates should be sent to:

#### **Head of Human Resources**

Email: [recruitment@mri.co.bw](mailto:recruitment@mri.co.bw)

**Closing Date: Friday 09 February 2024**

Note that only shortlisted candidates will be responded to.