



Vacancy Advertisement

MRI Botswana Limited is a citizen owned private company providing a variety of services including emergency medical assistance and pre-hospital care, emergency medical training, contact centre solutions, integrated primary healthcare services and pharmaceutical services. The company is looking for suitably qualified, experienced, self-driven and dynamic professionals for the following positions:

Pharmacy Technician - Gaborone (Fixed Term Contract)

Main Purpose of the Job

Reporting to the Pharmacist in Charge, the Pharmacy Technician will be responsible for ensuring the proper running of the Prime Health Pharmacy and the business.

Key Performance Areas

- Dispenses drugs to customers and provides the needed counseling on adherence to drug therapy.
- Ensures high levels of clinical quality and customer service at all times.
- Ensures adherence to regulatory standards and requirements.
- Ensures proper application of Standard Operating Procedures (SOPs).
- Participates in stock management including storage, maintenance of adequate inventory levels and accurate records of drugs, disposal of expired stock and stock take.
- Participates in periodic report compilation.

Core Competencies

- Clinical Know-How
- Customer Service Ethic
- Good Communication Skills
- Good Interpersonal Skills
- Good Problem Solving and Decision Skills
- Attention to detail
- Ability to work in a team environment

Job Requirements

- Diploma in Pharmacy
- Minimum of 2 years work experience
- Valid registration with Botswana Health Professions Council
- Computer literacy with excellent knowledge of Microsoft Office Programs i.e. Excel, PowerPoint, Word and Access
- Kitso Training will be an added advantage
- Experience in retail pharmacy will be an added advantage
- Experience with Compharm system will be desirable

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

- Ensures proper documentation in patients files
- Ensures that the clinic services are run according to the prescribed standards by Botswana Health Professions Council (BHPC).
- Prepares monthly, quarterly and annual clinic reports.
- Establishes and maintains effective relationships with all key stakeholders and partners to ensure achievement of business objectives.
- Ensures that services provided in the clinic are properly billed and paid for.
- Consult patients with undifferentiated and undiagnosed problems whether referred or not and make professional autonomous clinical diagnosis.
- Ensures high level of quality and customer care in the clinic

- Ensures adherence to Standard Operating Procedures (SOPs).
- Conducting aero - medical evacuations when required.
- Conducts Continuous Medical Education (CME) for all staff.
- Determine appropriate stock levels for the unit. Monitor stock valuations on a regular basis and analyses report on variances and stock losses

Core Competencies

- Leadership
- Planning and organizing
- Analytical thinking
- Attention to details
- Teamwork
- People management
- Ability to work under pressure
- Interpersonal sensitivity

Job Requirements

- 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

Nurse (Midwife) - Gaborone (Fixed Term Contract)

Main Purpose of the Job

Reporting to the Clinic manager, the incumbent shall be responsible for day to day activities in an onsite clinic as well as compiling monthly reports.

Key Performance Areas

- Reviews and examine all patients brought to the medical facility within their scope of practice
- Advices parents on child developmental milestones, feeding and common illness.
- Conducts pre and post travel consultation and give appropriate vaccines or prophylaxis
- Conducts ongoing disease screening
- Seeks second opinion from the Medical Officer where necessary
- Delivers on-going awareness on specific health risks pertaining to a specific abode or location
- Delivers on-going education on various health preventative measures
- Forms part of the wellness team
- Ensures proper storage of all clinical waste
- Ensures that once the waste has been disposed off, the Incineration Certificate is filled accordingly

Core Competencies

- Good communication skills
- Good organizing and planning skills
- Good interpersonal skills
- Good reporting skills
- Analytical with attention to detail
- Team leadership
- Computer literacy with proficiency in Microsoft Office including Outlook and Word

Job Requirements

- Diploma in Nursing with post graduate training in midwife nursing
- Valid registration with Nursing and Midwifery Council
- Knowledge of ATLS, ACLS, AHCP and PALS will be added advantages
- Eight (8) years' experience in a clinical environment
- At-least two years at post postgraduate training

Healthcare Assistant (Fixed Term Contract)

Main Purpose of the Job

This position is responsible for providing onsite Client registration and file management, within the protocols and standards in accordance with company procedures, and the Botswana Health Professions Council.

Key Performance Areas

- Register, updates and upload all relevant patient information into the electronic clinic module and open physical file
- Checks vital signs for all clients who came for consultation
- Manages the que for clients awaiting to be reviewed
- Directs clients to the appropriate consultation rooms
- Ensures the clinic is kept clean at all times
- Supervises the cleaners
- Ensures that after procedures clinical instruments are cleaned, sterilized and repackaged appropriately
- Immediately reports any damages, defects, and incidents to the supervisor
- Ensures medical documents are filed and stored in a secure location as per SOPs.

Core Competencies

- Planning and organizing
- Professional commitment.
- Communication
- Customer service
- Team player
- Persuasive and confident
- Positive attitude towards change

Job Requirements

- Certificate in Healthcare Auxiliary
- Computer literacy
- 3 years post qualification experience working as a Healthcare Auxiliary
- Experience in a Clinic environment, Casualty (Emergency) will be added advantage
- Experience in mining operation will be added advantage

Applications which include a cover letter, and resume **ONLY** should be sent via email to:

The Human Resources Department
Email: recruitment@mri.co.bw

Closing Date: **05 February 2021**

Kindly note that only shortlisted candidates will be responded to.



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