

EXTERNAL 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.

1. MEDICAL OFFICER – GABORONE & MAUN

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.

Core Areas of the Job

- 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

Key Competencies

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

Qualifications and 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

2. PHARMACIST - MAUN

Main Purpose of the Job

Reporting to the Pharmacist in Charge, the Pharmacist will be responsible for ensuring the proper running of the dispensary 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).
- Ensures proper stock management including storage, maintenance of adequate inventory levels and accurate records of drugs, disposal of expired stock and stock take.
- Prepares periodic business unit reports.
- Supervises subordinates and delegates responsibilities accordingly.

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

- Bachelor of Pharmacy
- Minimum of 4 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

3. MANAGEMENT ACCOUNTANT

Main Purpose of the Job

The Management Accountant will be responsible for analysing financial information and implement effective strategies to enhance overall business performance.

Key Performance Areas

- Participate in the financial policy compilation and adhere to set rules, guidelines and regulatory standards in the financial environment.
- Support the department in driving key strategic themes championed by finance across the business. i.e. efficiencies, optimisation in the management accounting processes
- Prepares budgets, reports, commentaries and financial statements for financial administration and internal audit reports.
- Analyses financial information to assist business profitability and growth
- Provides accurate and sound management reports that assist with key decision making
- Produces month end and year end journals
- Prepares statutory and management accounts
- Produces financial statements including P & L accounts, cash flows, variance analysis and commentaries and produce other relevant commercial analysis for the business e.g. Margins and pricing.
- Prepare monthly reconciliations for all accounts
- Liaise with managerial staff and colleagues and advise on expenditure.
- Develops and maintains internal control systems that meet all regulatory requirements and best standards of practice.
- Establishes and implements the company's credit rating criteria and determines credit ceilings for customers.
- Reports breaches of internal and regulatory control mechanisms and proposes appropriate action.
- Adherence to set reporting standards and ensuring the information presented to stakeholders, board and shareholders is accurate and

- enables them to make decisions in the interest of the organisation.
- Reports on identified company risks to management and board at risk management meetings.
- Presents financial statements that summarises and forecast MRIB's.

Core Competencies

- Strategic thinking
- Conceptual thinking
- Industry knowledge
- Functional knowledge
- Business acumen
- Interpersonal effectiveness

Job Requirements & Experience

- Degree in Accounting, Finance or related field
- ACCA, CIMA or CA certified
- Membership with an accredited accounting body i.e. Botswana Institute of Chartered Accountants (BICA) is an added advantage
- At least 5 years work experience in a commercial environment 2 years at leading/guiding a team.

4. PARAMEDIC (Advanced Life Support)

Main Purpose of the Job

Provide Advance Life Support, pre-hospital medical care within the scope of practice, EMS protocols and standards in accordance with the company policies and procedures; the Botswana Health Professional Council and Health Professional Act of Botswana.

Key Accountabilities

- Provides training and development to staff and assists the Training academy with delivery of Training Courses to external customers.
- Contributes to the development of the Strategic Plan to meet the business development target of the organization
- Monitor and ensure all equipment maintenance procedures - Vehicle maintenance, aircraft preparation and control systems are strictly adhered to.
- Manage and monitor the fleet and inventory control systems in the Base.
- Maintain the response Vehicles in working order including the cleanliness of the vehicle and report any faults/damage to the Operations Manager/Supervisor immediately.
- Manage, monitor and evaluate the availability of supplies as necessary by reporting any shortage of supplies or faults of medical equipment immediately.
- Consult and escalates medical case management to the Medical Director as necessary.
- Provide road and air lift evacuations.
- Liaises with the Call Centre Manager on logistics and coordination to ensure adherence to call centre service delivery standards.
- Work with Business development in the branding and marketing of Unit products and services
- Monitors and evaluates the financial performance and initiates performance improvement strategies.
- Continuously looks for business growth opportunities and access to potential markets.
- Monitors expenses against budget and implements interventions as necessary without compromising service delivery standards.
- Ensure effective costs control and effective utilization of resources.
- Supervise preventative maintenance daily through checking of vehicles and equipment and reporting faults/damages immediately to ensure timeous replacement for the next shift. All crews are jointly and severally responsible for the condition of their vehicles and equipment.
- Prepares and participate in the internal and statutory audits as required
- Prepares and maintains records and reports on all patients and services as required and in line with company and professional standards
- Analyse and respond as required to customer feedback
- Prepares and participates in internal and statutory audits as required
- Continually update self and staff on latest developments in regulatory requirements and standards of practice
- Manage the staffing at the base to make sure it is adequately staffed to meet operational standards.
- Mentors Emergency Medical Technicians manage performance and provide guidance and training.
- Implement, monitor and evaluate the risk management plan

Key Competencies

- Clinical competence
- Critical decision making
- Planning and organizational skills
- Ability to work under pressure
- Interpersonal skills
- Analytic ability and paying attention to details
- Leadership skills
- Assertiveness
- Problem solving
- Decision making
- Team player

Qualifications and Experience

- Advanced Life Support (ALS) Diploma/ Degree in Emergency Medical Service or equivalent from a recognized institution.
- Must have a valid Class B driver's license
- Registered with Botswana Health Professional Council
- Demonstrate knowledge and understanding of EMS protocols and standards.
- Pre-hospital Emergency Service expertise at an ALS Level
- Implement quality assurance guidelines and practices in the following areas:
 - Standard Universal precautions
 - Patient Observation
 - Patient Safety
 - Airway Management
 - Hygiene
 - Medical Documentation
- 8-10 year's work experience as an ALS in a pre-hospital medical care and EMS Company

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: 21st May 2021

Kindly note that only shortlisted candidates will be responded to.