



**ANGLICAN DIOCESE OF UPPER SHIRE (ADUS)
HEALTH DEPARTMENT
ST LUKE'S HOSPITAL
P.O. BOX 21, CHILEMA
ZOMBA, MALAWI**

Bishop: The Right Rev'd Brighton Vitta Malasa

E-mail: stlukes@sdpn.org.mw

Tel : +265 1 539 247/264

Fax : + 265 1 539 251

VACANCY ANNOUNCEMENT

St. Luke's Hospital is a Christian Health Association of Malawi (CHAM) institution and is owned by the Anglican Diocese of Upper Shire (ADUS) and is situated at Malosa in Zomba. St. Luke's Hospital invites applications from suitably qualified candidates to fill the following positions.

JOB DESCRIPTION

1. **Title of Post** : SENIOR ORTHOPEDIC CLINICAL OFFICER
Grade : J
Reporting to : Chief Orthopedic Clinical Officer
Salary : Within Salary Scale Segment of Grade J

KEY DUTIES AND RESPONSIBILITIES

- Diagnosing and screening orthopaedic patients.
- Examining orthopaedic patients manually.
- Referring orthopaedic patients to radiology department or other medical officer for further management.
- Construct plaster of paris and plastic splints for patients.
- Receiving stock levels under orthopaedic unit.
- Performing surgeries to correct deformities/fractures.
- Prescribing medicine for orthopaedic patients.
- Conducting ward rounds for orthopaedic in-patients.
- Recording patients' data in relevant register.
- Aggregating, analysing and interpreting data.
- Disseminating information to all relevant stakeholders including submission of daily reports to the designated officer

QUALIFICATIONS AND ATTRIBUTES

- A minimum of a Diploma in Orthopedics obtained from a recognized institution

- Must be registered with relevant professional body
- Should be in possession of Malawi School Certificate of Education
- Excellent oral and written communication skills.
- High level of integrity and confidentiality.

2. **Title of Post** : CLINICAL TECHNICIAN

Grade : K

Reporting to : Senior Medical Officer

Salary : Within Salary Scale Segment of Grade K

KEY DUTIES AND RESPONSIBILITIES

- Diagnosing and screening patients.
- Examining patients manually.
- Referring patients for laboratory tests.
- Prescribing treatment for patient.
- Administering admissions and discharges
- Conducting minor anaesthesia surgeries.
- Ordering and monitoring the proper use of drugs
- Referring patients to surgical or medical specialists.
- Recording patients' data in relevant register.
- Aggregating, analysing and interpreting data.
- Disseminating information to all relevant stakeholders including submission of daily reports to the designated officer.
- Supervision of subordinate staff

QUALIFICATIONS AND ATTRIBUTES

- A minimum of a Diploma in Clinical Medicine obtained from a recognized institution
- Must be registered with relevant professional body
- Should be in possession of Malawi School Certificate of Education
- Excellent oral and written communication skills.
- High level of integrity and confidentiality.

3. **Title of Post** : RADIOGRAPHER

Grade : K

Reporting to : Chief Radiographer

Salary : Within Salary Scale Segment of Grade K

KEY DUTIES AND RESPONSIBILITIES

- Receiving and guiding X-ray clients.
- Taking X-ray pictures on patients.
- Checking and replacing chemicals for dark room tank.
- Processing and developing X-ray pictures.
- Ordering items for use in X-ray department.
- Preparing chemicals for use in X-ray department.
- Scanning patient's ultra sound equipment.
- Filling X-ray for future reference.
- Supervising cleanliness of X-ray department and junior staff.
- Evaluating and monitoring quality of radiographs.
- Recording of data in relevant registers

QUALIFICATIONS AND ATTRIBUTES

- A minimum of Diploma in Radiology obtained from a recognized institution
- Must be registered with relevant professional body
- Should be in possession of Malawi School Certificate of Education
- Excellent oral and written communication skills.
- High level of integrity and confidentiality.

4. **Title of Post** : REHABILITATION ASSISTANT

Grade : L

Reporting to : Chief Radiographer

Salary : Within Salary Scale Segment of Grade L

KEY DUTIES AND RESPONSIBILITIES

- Treating patients through conducting exercise, electro or hydro-therapist
- Preventing the effect of patients' diseases or injury from getting from getting worse by engaging the patients in various exercises.
- Counselling patients to get back or adapt to any disability resulting from accidents/ diseases.
- Counselling patients to get back to active life after an illness or accident

- Conducting rehabilitation clinics.
- Diagnosing patients' problems and prescribing dietary/treatment.
- Making ward rounds for orthopaedic in patient.
- Recording patients' data in relevant registers.
- Disseminating information to all relevant stakeholders including submission of weekly reports to the designated officer.

QUALIFICATIONS AND ATTRIBUTES

- A minimum of a Certificate of Rehabilitation
- Must be registered with Medical Council of Malawi.
- Should be in possession of Malawi School Certificate of Education
- Excellent oral and written communication skills.
- High level of integrity and confidentiality.

MODE OF APPLICATION

Suitable candidates should send their applications, including their recent Curriculum Vitae and copies of academic and professional certificates to:

The Chief Hospital Administrator,

St. Luke's Hospital,

P.O Box 21,

Chilema,

ZOMBA

Attention: ***The Senior Human Resource Management Officer***

Closing date for submission of applications is by **12.00 noon on 27th January, 2020.**

Please indicate the post being applied for on the envelope