

1. RECEPTIONIST

Scope of Responsibilities.

The Receptionist will be responsible for the following key tasks:

- Manage an efficient and well-informed front desk; represent the Company's brand by ensuring that visitors and all incoming and outgoing communications are handled with maximum efficiency and professionalism
- Welcome customers who come to the Clinic and help them professionally and provide them with the services they need.
- Providing office services, front desk, and telephone communication management services in the most efficient and timely manner and to the standards and expectations of all Clients and visitors.
- Manage the Clinical Application programme, by recording patients, guiding and coordinating with the nursing and medical team, manage the billing and insurance process.
- Ensure compliance with the Company's policies, procedures, and risk management framework in relation to front desk and telephone communications.
- And other duties as requested by the Management.

Education and Qualifications

- Possession of a Degree in communication or customer care related course from a recognized University/Institution.
- Experience of 3 years minimum in Medical /Clinic/Hospital field.
- Can manage different insurance portal.
- Able to handle billing and experience with EBM
- Computer literate: Ms Office and Accounting Packages.
- Excellent team player and ability to accommodate work pressure.
- Friendly and professional demeanor with positive attitude and good self-presentation.
- Excellent planning and organizing skills and abilities.
- Good communication skills both oral and written in English, and Kinyarwanda. Skills in French will be an added value.

- Other secretariat /administration work.

In applying for this post, please attach:

- An application letter summarizing relevant experience in the position;
- Passport size photo
- A comprehensive CV;
- Notified copies of Academic Certificates;
- Names, e-mail addresses and telephone details of three referees.
- National ID/Passport

All applications should be addressed to the Managing Director and submitted to admin@lifecare.rw not later than **08th January 2024**.

2. ACCOUNTANT ASSISTANT

Key responsibilities

- Prepare monthly Bank Reconciliation Statement;
- Receive and verify all invoices from suppliers of goods, works and services and related attached documents (contract, delivery note, evaluation report, purchase order, ...) and record them.
- Maintain the petty cash book based on the documents provided by the cashier
- Record entries of revenue and expenditure into the accounting software
- Prepare on monthly basis the aging of all receivables and payables accounts and submit report to the Chief Finance Officer CFO not later than 5th of the following month.
- Prepare monthly, quarterly and annual financial statements: i.e. Statement of revenue and expenditure and Statements of net assets;
- Correct errors found in financial statements and Follow up the approval of the financial statement reports;
- Put in place a proper filing system and Ensure regular filling of accounting documents;
- Facilitate internal and external audits.
- Prepare payroll and declarations

- Provides /Ensure proper storage and access for all contracts, leases and other financial records

Management Requirements:

- Utilizes leadership skills and motivation to maximize employee productivity and satisfaction
- Ensure quality control over financial transactions and financial reporting
- Coordinate external and internal audit activities;
- Assist and guide clearance of all queries raised by external as well as internal auditors;
- Follows all applicable laws, especially in accounting policies, procedures and guidelines
- Monitor the implementation of the employees' performance contracts and their appraisals and consolidate and submit the annual performance evaluation report of employees;
- Advise the management and employees on compliance with public service laws and regulations in force;
- Advise the management on human resource management and work-related issues;
- Manage staff complaints
- Performs any other duties assigned by the Management.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience or on-the-job training.

Minimum qualifications and experience required

- Should have a bachelor's degree in Finance, Accounting, Business Administration;
- Having ACCA or CPA qualification is an added advantage;
- Minimum 3-5 years of experience as an Accountant;
- Be capable of maintaining strong internal controls in the course of duty discharge to prevent financial, legal, operational, and other perceivable risks;
- Have a strong mastery of accounting principles, concepts that maximize integrity of financial records and maintain strong internal controls;

- Having experience in auditing is an added advantage;
- Having knowledge on best practices (International Financial Reporting Standards (IFRS), regulations and policies especially from RRA;
- Having the knowledge on accounting software known as Tally.
- Be able to manage the billing especially the EBM part
- Excellent skills in use of spreadsheet mainly excel;
- Be deadline-oriented, great attention to details and readiness to work under pressure with minimum supervision;
- Ability to take initiative and resolve queries in a practical and positive manner;
- Excellent written and verbal communication in English is a must, having knowledge in French and Kinyarwanda is an add value

Required Documents:

- Motivation letter explaining your suitability for the position,
- Curriculum vitae with 3 referee names,
- Notarized Academic Documents and certificates.
- National ID/Passport.
- Passport Size photo

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3. NURSES (DIALYSIS / DENTAL / LAB / TRIAGE)

Scope of Responsibilities.

- Assess patient's general health status
- Prepare a nursing care plan according to the needs and area of work with the help of other healthcare and professionals
- Document and communicate actions to maintain continuity among the nursing team
- Assume and maintain patient and his environment hygiene and infection control.
- Monitor record and report vital signs, symptoms and changes in patients' conditions and signs within your full name.
- Acts as liaison between the patient and other hospital personnel
- Deliver detailed instructions and information to patients / family in collaboration with physician.
- Participate in regular ward rounds with physicians
- Educate patient and his family their roles of promoting successful therapy and rehabilitation.
- Administer and document medications as prescribed, within hesitation collaborate with prescriber physicians and sign.
- Take care of all materials and equipment at disposal to the service
- Engage in research activities related to nursing and mentor nurse students in the clinical practice
- Deliver detailed nursing instructions to patients for discharge.
- Perform other work-related duties as assigned.

Education and Qualifications

- At least Advanced Diploma (A1) in Dental, Dialysis and Triage
- 5 Year of relevant experience
- Having worked in a recognized Health Facility.

Competency and Key Technical Skills

- Integrity
- Strong critical thinking skills and excellent problem solving skills.
- Inclusiveness
- Accountability
- Communication
- Teamwork
- Patients focus
- Professionalism
- Commitment to continuous learning

Required Documents:

- Motivation letter explaining your suitability for the position,
- Curriculum vitae with 3 referee names,
- Notarized Academic Documents and certificates.
- National ID/Passport.
- Passport size photo

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4. LABORATORY TECHNICIAN

Scope of Responsibilities.

- Perform laboratory analysis of body fluids, including blood, urine, stool, sputum, CSF and other biological samples.
- Perform and document quality control of all tests performed in service.
- Enter data from analysis of medical tests and clinical results into computer for laboratory information system.
- Prepare all reports related to each medical test
- Establish and monitor programs to ensure the accuracy of laboratory results.
- Set up, clean, and maintain laboratory equipment.
- Operate all laboratory machines
- Process and report specimens in a timely and efficient manor
- Monitor room and fridge temperature
- Make sure working environment is clean and free of clutters
- To respect safety rules and procedures and able to work in any assigned task performed in laboratory department
- Perform and sterilize all laboratory reusable material, culture media and others
- Clean, dry and sterilize laboratory material that need sterilization

Education and Qualifications

- At least an advanced Diploma (A1) in Medical Laboratory Sciences, Biomedical laboratory Sciences
- 5 Years of relevant experience
- Having worked in Reputable Laboratory

Competency and Key Technical Skills

- Integrity
- Strong critical thinking skills and excellent problem solving skills.
- Inclusiveness
- Accountability
- Communication
- Teamwork
- Client/Patients focus
- Professionalism
- Commitment to continuous learning

Required Documents:

- Motivation letter explaining your suitability for the position,
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