



1. **JOB TITLE: Clinical Officer & Anaesthetist**

Job ID: R-48656

Category: Supply Chain

Location: Mufindi, Iringa

Business Context and Main Purpose of the Job

Providing medical and anaesthetic care to inpatient and outpatient at Unilever Tea Tanzania Limited – medical and occupational health department.

Main Accountabilities

- Diagnosis and treating the OPD patients including ordering laboratory investigation, drugs, prescription, counselling, admission of those patients with severe illness, performing minor surgeries e.g., suturing wounds, speculum examination, reduce fractures, emergency oral care procedures and assist in major operation.
- Responsible for ward rounds for in patients and record keeping in different register, check status and hygiene of patients.
- Performing medical examinations to employees' (pre-employment, periodic and exit medical examination). Filling and recording accident forms and sent to respective units.
- Early identification of at-risk mothers, plan for their management, assist delivery and postnatal counselling.
- Maintain safe use of Company properties at OPD, minor theatre and dispensaries and report Hospital Administrator and the Hospital Manager for any damage in company property.

- Countercheck all OPD patient registers to ensure proper registration and charging by the clerks.
- Compile monthly reports and request for drug supply.
- Responsible as first consultant on call to all incoming patients twenty-four hours.
- Maintain highest level of confidentiality.
- To promote interdepartmental relations and harmonious relations with all service providers.
- Implement SHEQ and other Unilever policies in the medical and occupational health department.
- Responsible for attending care and treatment clinic clients and maintain good image of Unilever on cooperate social responsibility (CSR).
- Responsible for preparing periodic medical examination timetables in UTTL (Food handlers, chemical handlers, People working at height and drivers).
- Responsible for Quality surveys in OPD and care and treatment clinic.
- Responsible on supervision of dispensary and clinical assistants under their reporting lines.
- Responsible for provision of anaesthesia to patients undergoing minor and major surgical procedures.
- Implementation of company defined policies, procedures, programs, and systems allowing the unit/Department to meet the company commitment on Occupational Health, Safety environment care and consumer safety.
- Proactive identification of hazards on environmental aspects and putting in place effective safeguards aiming at eliminating/reducing of accidents or incidents.

Key Skills

- Experience in people management
- Minor surgery skills.
- Medical Laboratory skills
- Reproductive and child health skills.
- Pharmaceutical skills
- Emergency oral care skills.
- Quality assurance, health, and safety skills.
- Assets investment and care.

Relevant Experience

- Diploma in clinical medicine.
- A certificate in Anaesthesia
- 2 years experience in clinical medicine
- 2 years experience in anaesthesia field.

Leadership Behaviours/Competencies

Should "meet expectations" on the Standards of Leadership behaviours or competencies relevant to the WL of this job

- Growth Mindset
- Accountability and Responsibility
- Building Talent and Teams
- Consumer and Customer Focus
- Bias for Action

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2. JOB TITLE: Assistant Human Resource Business Partner

Job ID: R-48483

Category: Human Resources

Location: Mufindi

Business Context and Main Purpose of the Job

The main purpose of the Assistance Human Resource Business Partner is to deliver the Human Resource strategy and ensure effective execution of HR plans within the area.

Main Accountabilities

- Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.
- Promoting equality and diversity as part of the culture of the organization.
- Liaising with a range of people involved in policy areas such as staff performance and health and safety.
- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Advising on pay and other remuneration issues, including promotion and benefits.
- Undertaking regular salary reviews.
- Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions.
- Administering payroll and maintaining employee records.
- Interpreting and advising on employment law.
- Dealing with grievances and implementing disciplinary procedures.
- Developing HR planning strategies, which consider immediate and long-term staff requirements.
- Planning and sometimes delivering training - including inductions for new staff
- Analyzing training needs in conjunction with departmental managers

Key Skills

- Excellent written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching and development skills.

Relevant Experience

- Bachelor's Degree in Human Resource Management or equivalent
- Minimum of 3-5 years of experience in Human Resource Management

Leadership Behaviours/Competencies

Should "meet expectations" on the Standards of Leadership behaviours or competencies relevant to the WL of this job

- Growth Mind-set
- Accountability and Responsibility
- Building Talent and Teams
- Consumer and Customer Focus
- Bias for Action

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