



# THE UNIVERSITY OF ZAMBIA

## EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia:

### **MEDICAL OFFICER - 1 POSITION**

**PURPOSE:** Responsible for providing and managing the provision of health services to the University Community.

#### **RESPONSIBILITIES:**

- Preparing and ensuring adherence to work plans;
- Planning health care and health promotion programmes in consultation with various stakeholders.
- Giving medical treatment including psychotherapy, counselling and general advice to patients in order to achieve good health;
- Providing general care to patients;
- Carrying out investigations in order to diagnose various medical conditions;
- Ensuring data trends and analyses are reported and channeled appropriately;
- Ensuring that all patients receive appropriate medical attention as per standard operating procedures and laid down national and international protocols;
- Ensuring that complicated cases for specialist treatment are referred to specialist Hospitals;
- Providing guidance on medical implications of various actions taken by medical personnel on patient treatment and care.
- Serving as the Principal Advisor to University Management on health matters affecting students and staff;
- Superintending over procurement activities in the department to ensure that procurement of goods and services are done in line with University guidelines;
- Ensuring that staff in the department adhere to best occupational safety and health standards;
- Overseeing good record management practices to ensure that records are properly kept for easy retrieval;
- Spearheading the preparation of the departmental budget in line with the University financial guidelines;
- Ensuring the implementation of the departmental programmes and projects;
- Ensuring adherence to standards in order to provide best practices in all sections of UNZA Health Services in the delivery of health care and health promotion services
- Supervising and appraising subordinate staff; and
- Ensuring the preparation of quarterly and annual operational performance reports