



**TERMS OF REFERENCE FOR THE MEDICAL IMAGING
OFFICER/RADIOLOGIST POSITION VACANCY ANNOUNCEMENT AT
UR-HG LTD**

1.(a). Job definition and description:

Medical Imaging Officer/Radiologist at UR-POLYCLINIC is responsible to manage all medical imaging services at Polyclinic. This position serves as the primary point of contact and works directly with providers, staff, patients, insurance companies, registration, scheduling and all polyclinic departments in order to properly and efficiently complete the process involved in finalizing patient studies. This position also serves in the role of managing and addressing workflow within the department in order to expedite patient care in the most efficient manner.

Report to: Head of Medical Imaging.

1.(b). Qualifications, Knowledge and Skills

- Bachelor's degree (A0) in Radiology and medical imaging practice licence with minimum of 3 years working experience.
- Candidates with 5 years of experience in clinical or healthcare services will be preferred.
- Proven knowledge and practical of Electronic Medical Record (EMR) systems, word and Excel.
- Must be able to work paying close attention to detail with frequent interruptions.
- Ability to work in fast pace environment.

1.(c). Duties & Responsibilities:

- Point of contact for incoming calls for the medical imaging department.
- Verifies and ensures incoming orders for accuracy to include reasons for procedure, signs and symptoms and appropriate diagnosis codes.
- Verifies insurance and benefits and coordinates the scheduling of patients to include procedural instructions, arrival time and copay collection.
- Functions as the point of contact for all interventional patients and directly assists the interventionist with managing their patients to include managing their schedules, ordering supplies, verifying orders, instructing patients and coordinating pre and post care with patient and interventional.
- Schedule all radiologist consultations.
- Performs essential departmental functions to accurately manage patients' accounts and polyclinic visits. Assure all final reports are attached to initial orders.
- Directs patients care and departmental workflow by assigning imaging studies to staff. Directs techs to their next assignment and manages waiting patients with timely communication.
- Provide initial screening of patients to verify contraindications.
- Calls all schedule patients to verify and confirm appointments and answer any questions regarding upcoming appointment.
- Performs essential department functions to maintain patients' records, manage workflow, orders, schedules and procedures.
- Order supplies for both office and patients care.



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- Functions as the point of contact with tele-radiology services and manages all radiologist request.
- Treatment of patients looking services in clinic unit.
- Verification of supporting documents for insurance bill regarding unit consumption.
- Supervise students in Internship placed in clinic unit.
- To adhere to internal rules and regulations especially punctuality. Any other duties assigned by the Clinic coordinator consistent with the activities and mission of the Clinic.

Interested candidates should submit a **single PDF document** containing their **application letter, CV, copies of certificates, and identity card or passport** via email. Please indicate the position you are applying for in the email subject line.

Applications should be sent to: urhg.recruitment@gmail.com, with cc: ceo.urholdings@gmail.com, fm.urhg@gmail.com.

The deadline for submission is Monday, 17/08/2026. Only short-listed candidates will be contacted. For more information, including detailed terms and conditions, please visit the official websites of UR-HG LTD (www.holdingsgroup.ur.ac.rw) and the University of Rwanda (www.ur.ac.rw).

Done at Kigali 11/08/2026

UR HG Ltd
Management