



- HG Ltd

University of Rwanda-Holdings Group Ltd

VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimize UR assets for the benefits of University.

UR HG Ltd would like to recruit the motivated five nurses A₂ able to work in its Polyclinic branches both in Kigali city (Nyarugenge and Gasabo Districts) and/or in West province (Rusizi District) , for more details visit UR HG Ltd and UR websites; <https://holdingsgroup.ur.ac.rw/> and www.ur.ac.rw respectively.

The Nurses (exclusively A₂) will be in charge of serialization rooms, infection controls and/or assisting doctors and clinicians, related experience will be added advantage

Interested applicants should submit copies of application letter, C.V, copies of academic certificates and Identity cards or passports in one pdf document by email to: ceo.urholdings@gmail.com with cc to fm.urhg@gmail.com not later than Friday 08/07/2022 at 5h: 00 p.m.

Short listed candidates will be contacted for interviews and those who recently applied for position of Chair side assistants would reapply for this position if interested and meeting requirements.

Done at Kigali 29/06/2022

Narcisse MUGESERA
UR HG Ltd Chief Executive Officer





TERMS FOR VACANCY POSITION AT UR HG LTD ANNOUNCEMENT

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Nurses A₂ (G-2D)

(1) Job definition and description:

Responsible for the organization and order focusing on infection controls in sterilization rooms and in assigned wing(s), for requisition for items needed from the store and stoking of wing(s) with required materials and instruments.

(2) Qualification & experience required:

He or She should have a high school certificate (exclusively A₂) in nursing relevant experience will be added advantage.

(3) Knowledge and Skills Requirements:

- Working experience in treatment wings/Dental rooms
- Familiar with medical equipment, dental chairs, ultrasound, Endoscopy
- Mastering infection control mechanism,
- Strong communication and time management skills
- Customer satisfaction-oriented

(4) Duties & Responsibilities:

- Responsible for the organization and order in assigned wing(s),requisition for items needed from the store and stoking of wing(s)with required materials and instruments
- Ensure wing(s) under her care have adequate supplies of materials, consumables and instruments to ensure interrupted clinical procedures
- Prepare set up trays and materials required for the procedures to be performed
- Call patient into the wing and prepares them for consultation and treatment
- Assist the dental surgeon/internist/therapist during procedures by proving suction, passing of instruments, mixing materials or holding of equipment.
- Carry out infection control procedures in the wing between each patient and prepare for the next patient.
- Ensure the aseptic techniques are adhered to at all times within the wing before ,during and after all procedures.
- Communicate with reception any delays or changes in the appointment schedules
- Participates in the health education to patients.
- Adheres to the profession code and ethics
- Organize and train all staff on infection control and waste management procedures.
- Performs any other duties assigned by the Clinic Coordinator consistent with the activities and mission of the clinic



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