



# - 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 and experienced staff able to work in its branches both in Kigali city and/or in provinces for the following vacant positions, for more details visit UR and UR HG Ltd website respectively; [www.ur.ac.rw](http://www.ur.ac.rw) and <https://holdingsgroup.ur.ac.rw/>

Post& Grade	Job summary	Key basic requirements	Number
Dental chair side assistants/Sterilization officers (G-2D)	Assist Doctors and Therapists while health care services provision	A registered nurse (exclusively A <sub>2</sub> nurses), 2 years of relevant experience will be added advantage	3

Interested applicants should submit copies of application letter, C.V, copies of certificates and Identity cards or passports as well as valid License of practice for Nurses A<sub>2</sub> in one pdf document by email to: [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com) with cc to [fm.urhg@gmail.com](mailto:fm.urhg@gmail.com) not later than **Tuesday 31/01/2023 at 5h: 00 p.m.** Short listed candidates will be contacted for interviews.

Done at Kigali 23/01/2023

  
Narcisse MUGESERA  
UR HG Ltd Chief Executive Officer





## TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

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### **Dental chair side assistants/Sterilization officers (G-2D)**

#### **(1) Job definition and description:**

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

#### **(2) Qualification & experience required:**

He or She should have a high school certificate (A2) in nursing and registered or eligible to be registered at health professional council of nurses with 2 years of experience

#### **(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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