



DIFFERENT 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/Polyclinic would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces, for more details visit UR HG Ltd and UR website respectively; <https://holdingsgroup.ur.ac.rw/> and www.ur.ac.rw

Position& Grade	Job summary	Key basic requirements	Number
Chair side assistants/Sterilization officers; G-2 (D)	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	A ₂ registered nurse, 2 years of relevant experience will be added advantage	2
Medical Imaging Officer / Radiologist G-4 (C)	UR-HG Ltd/ Polyclinic is responsible to manage medical imaging services at Polyclinic.	A registered Medical Imaging Officer, 2 years of relevant experience will be added advantage	1
Biomedical Laboratory Technician; G-2 (C)	Carry out the day-to-day activities of biomedical laboratory services	A registered Biomedical Laboratory Technician, 2 years of relevant experience will be added advantage	1
Front desk officers (G-2C)	Handle cash collection and client orientation at front desk	A reputable University degree (A ₀) in accounting or related fields, 2 years of relevant experience (at health facility) is preferable.	2

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 Health services professionals in **one pdf document** by email to: ceo.urholdings@gmail.com with cc to fm.urhg@gmail.com not later than Monday 09/10/2023 at 5h: 00 p.m. Short listed candidates will be contacted for

Done at Kigali 27/09/2023

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Management





2. Medical Imaging Officer / Radiologist G-4(C)

(1) Job definition and description:

Medical Imaging Officer / Radiologist at UR-HG Ltd/ 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, their staff, patients, insurance companies, registration, scheduling and all Polyclinic departments in order to properly and efficiently complete the process involved in finalizing patient services. 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.

(2) Qualification & experience required:

Medical Imaging Officer / Radiologist at UR-HG Ltd/ Polyclinic should have a bachelor's degree in radiology and medical imaging practice, be registered or eligible to be registered at respective health professional council, with 3 years of working experience.

(3) Knowledge and Skills Requirements:

- Working knowledge of Electronic medical record (EMR) systems, Word and Excel.
- Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for most of the workday
- Must be able to work paying close attention to detail with frequent interruptions
- Ability to work in a fast pace environment.

(4) 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 and schedules all radiologist consultations.
- Verifies insurance and benefits and coordinates the scheduling of patients to include procedural instructions, arrival time and coo pay 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.
- Performs essential departmental functions to accurately manage patient's accounts and Polyclinic visits. Assures 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.
- Provides initial screening of patients to verify contraindications.
- Calls all scheduled patients to verify and confirm appointments and answer any questions regarding upcoming appointment.
- Performs essential departmental functions to maintain patient records, manage workflow, orders, schedules and procedures.
- Orders supplies for both office and patient care.
- Be the point of contact with Tele-radiology services and manages all Radiologist requests.
- 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.
- Performs any other duties assigned by the Clinic Coordinator consistent with the activities and mission of the clinic



3. Biomedical Laboratory Technician; G-2 (C)

(1) Job definition and description:

Biomedical laboratory Technician at UR-HG Ltd/ Polyclinic carries out the day-to-day activities of biomedical laboratory services procures materials, services and facilities necessary for lab instruction; ensures compliance with medical sector rules and regulations (protocols) to provide a safe operation; leads the work of medical lab specialists/staff.

(2) Qualification & experience required:

Head of Biomedical lab at UR-HG Ltd/Polyclinic should have a bachelor's degree in biomedical laboratory sciences, be registered or eligible to be registered at respective health professional council, with 3 years of working experience in biomedical laboratory sciences practice.

(3) Knowledge and Skills Requirements:

- Practical laboratory skills and manual dexterity
- Analytical skills
- Patience and the ability to work accurately and efficiently
- The ability to prioritize tasks and meet deadlines
- A willingness to accept responsibility and use common sense
- Flexibility and the ability to work with a range of equipment and techniques
- The ability to work under pressure while maintaining standards of service
- Communication and teamwork skills
- The ability to work alone or under instruction
- Attention to detail
- It skills.

(4) Duties & Responsibilities:

- Handle all biomedical laboratory duties for one or many practices.
- He or she trains lab technicians and assistants on the correct use of lab equipment, in addition to mentoring and disciplining lab staff.
- Make sure their employees follow industry standards and safety regulations for handling and disposing of test samples.
- Schedule lab or equipment use time for staff.
- Make lab supplies request to update company stock as biomedical lab items.
- Handle security documents and must ensure that all information and data collected in the lab is kept safe.
- Make recommendations to manager on new operations and technologies that help increase efficiency and cost savings, assist with laboratory training, and organize expenses reports.
- Handle lab equipment maintenance as needed.
- 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.
- Performs any other duties assigned by the Clinic Coordinator consistent with the activities and mission of the clinic



4. Front Desk Officer/Sales Cashiers ; G-2 (C)

(1) Job definition and description:

Front Desk Officer/Sales Cashiers' responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. Main duties include ringing up sales, bagging items, requesting price checks, honouring coupons, collecting payment and giving appropriate change. She/He is responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.

(2) Qualification & experience required:

He or She should have bachelor degree in finance or accounting with 2 years of experience

(3) Knowledge and Skills Requirements:

- Work experience as a Retail or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented

(4) Duties & Responsibilities:

- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Pleasantly deal with customers to ensure satisfaction
- Preparation and submission of required reports for company to Accountants/Operations officers.
- Performs any other duties assigned by the finance management consistent with the activities and mission of the company



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