

# VACANCY: HEAD OF DEPARTMENT OPHTHALMOLOGY (REF. 2016 – 20)



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) is a locally registered NGO first established in 1994. It is the largest indigenous provider of disability and rehabilitation services in the country. CCBRT aims to empower people with disabilities and their families, improve their quality of life, and ensure access to medical and rehabilitative treatment. Committed to preventing disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities and is currently constructing a Maternity and Newborn Hospital which will serve as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

We are looking for a charismatic **Head of our Ophthalmology Department** who ensures meeting our annual and long term financial and quality of care targets, while expanding our well established reputation and contributes to the organisational expansion of CCBRT's private eye services.

## Responsibilities:

- Provide on-the-job management and fulfill administrative responsibilities
- Ensure cost efficient delivery of quality eye services care (OPD consultation, treatment and surgeries) and ensuring guidelines/standard operating procedure/policies pertaining to patient care are in place
- Prepare, implement and monitor annual budget plan for the eye department in close collaboration with Disability Hospital and Private Clinic management
- Take responsibility for the profit and loss statement (financial performance) of the Eye department. Make sure that strategy and financing of the Eye department are in line with the social enterprise objectives of CCBRT
- Ensure continual quality improvement of work procedures and services are developed and implemented
- Ensure annual staff coaching, mentoring and training and ensuring development plans are developed and implemented
- Ensure quality of medical data
- Strengthen the CCBRT eye department as clinical training site
- Establish a culture for eye research
- Collaborate with multidisciplinary teams of health professionals to provide excellent patient care; this includes also collaboration with other CCBRT departments
- Pro-actively contribute to the further strategising and marketing of the CCBRT eye services
- Link with external bodies: government/DOH/NGO's and be the host of visitors to the eye department
- Perform any other duty as assigned by the immediate supervisor

## Qualifications, Skills and Experience:

- Qualified medical professional with specialisation in ophthalmology and a minimum of 10 years of proven professional experience and 3 years experience in departmental management (experience in Africa is preferable)
- Qualification in Hospital Administration or Health Management is an advantage
- Registered with respective medical council

## Personal Qualities:

- Excellent Management and leadership skills
- Critical thinking and a methodological approach to problem solving and decision making
- Business/marketing and customer care oriented
- Effective counseling and teaching skills
- Computer literate

CCBRT seeks to recruit individuals who are passionate about the work they do, who are compassionate in character and who have excellent standards of competency. CCBRT is an equal opportunities employer and people with disabilities are encouraged to apply. Please submit curriculum vitae with two references and maximum one page cover letter on why you believe you are the right candidate for this position via email to: [recruitment.ccbirt@ccbirt.org](mailto:recruitment.ccbirt@ccbirt.org). Please indicate *job reference number: 2016-20*

**Deadline for Applications: 31<sup>st</sup> May 2016. Only shortlisted candidates will be contacted.**