



22<sup>nd</sup> May,2026

## EXTERNAL ADVERTISEMENT NO.2 (REF: NFCH/HR/EXT/MAY/2026)

### **BACKGROUND**

Ngora Freda Carr Hospital is Church of Uganda owned, Missionary founded in 1922 Private Not for Profit (PNFP) under the Diocese of Kumi. It is Located in along Ngora Mukura Road in Ngora Town Council, Ngora District and it is a member facility of the Uganda Protestant Medical Bureau.

*Our Vision is being a Christ Centered institution providing a holistic, quality and affordable Health care service.*

The Hospital Hereby invites applications from suitably qualified applicants to fill the following vacant positions: -

**Position: Nursing Officer Nursing**

**Number of Vacancies: One (1)**

**Reports to: Senior Nursing Officer**

**Responsible for: Assistant Nursing Officers**

### **Academic Qualifications**

- i. A Bachelor of Science Degree in Nursing from a recognized University/Institution.
- ii. Must be registered with the Uganda Nurses and Midwives Council with a valid practicing license.
- iii. At least one (1) years of working experience at the level of Nursing Officer
- iv. Diploma or postgraduate qualification in a specialized nursing field or management/administration will be an added advantage.
- v. Working experience at a level of registered Nurse will be an added advantage.

### **JOB DESCRIPTION**

- i. Plan, monitor, and evaluate nursing activities in wards/units.
- ii. Prepare and submit nursing reports to management.
- iii. Allocate duties to nursing staff and students for smooth running of services.
- iv. Supervise, coach, and mentor nursing staff and students.
- v. Manage staff performance and ensure discipline at the workplace.
- vi. Develop and implement nursing protocols, standards, and guidelines.
- vii. Participate in research and evidence-based nursing practice.
- viii. Ensure quality patient care and 24-hour nursing coverage in the facility.
- ix. Participate in quality assurance and infection prevention programs.
- x. Promote teamwork, customer care, and professional ethics among staff.

### **Key Competencies Required**

- i. Planning and coordination
- ii. Coaching and mentoring
- iii. Performance management

- iv. Report writing and documentation
- v. Leadership skills
- vi. Results orientation
- vii. Decision making and problem solving
- viii. Ethics and integrity

**Position: Accounts Assistant**

**Number of Vacancies:** One (1)

**Reports to:** Accountant

**Qualifications**

- i. Diploma in Accounting, Business Administration Finance, , Commerce, or related field from a recognized institution.
- ii. At least 2 years working experience in accounting, bookkeeping, cashiering, or finance-related work.
- iii. Experience in hospital, NGO, or public sector accounting is an added advantage.
- iv. Computer literacy, especially in Microsoft Excel, Word, Accounting software such as Tally, QuickBooks.

**Key Job Descriptions**

- i. Maintain proper Financial Management
- ii. Perform Banking Duties
- iii. Participate in timely Budget and Procurement Support
- iv. Participate in proper Payroll Management
- v. Ensure proper Record Keeping

**Key Competencies Required**

- i. Numerical and analytical skills
- ii. Financial record management
- iii. Computer/accounting software skills
- iv. Time management
- v. Attention to detail
- vi. Accountability

**Application Procedure:**

Interested and eligible applicants including qualified staffs are encouraged to submit their applications, including a current CV and copies of Certified relevant academic and professional documents, National IDs and Professional Recommendation, from Church leader, LC1 are a **must**.

to: **The Human Resource Officer,**

**Ngora Freda Carr Hospital (C.o.U),**

**P.O. Box 5, Ngora.**

**Deadline for Application:**

Ngora Freda Carr Hospital is an equal opportunity employer both male and Female applicants are encouraged to apply..

All applications should be submitted to the above office **Not later than Friday 5<sup>th</sup> June, 2026 at 5:00 pm.**

Only shortlisted candidates will be contacted.

**AG. HUMAN RESOURCE OFFICER**