



## SEBBI HOSPITAL

### JOB ADVERT

Sebbi Hospital Ltd is a Private Healthcare Centre located in Central Region of Uganda, Nansana Municipality, 5km along Hoima Road, Wakiso District. The hospital offers general and variety of specialized healthcare services inclusive of gynecology, ENT, optical, Orthopedic, Physiotherapy; among others with a modern Laboratory, Theatre, Radiology Accident and Emergency services, baby incubation centre to mention but a few; enabling our clients access to all insurance service providers. In our efforts towards increasing access to affordable and quality healthcare services, the hospital is currently opening up a state of the art Pediatric and Dental Unit to serve the increased demand for holistic services by the community henceforth searching for qualified candidates to fill the following vacancies;

**Job Title:** Client Care Assistants  
**Reports to:** Client Care Supervisor  
**Category:** Full-time  
**Duty Station:** Kampala, Uganda  
**Vacancies:** 2

### **Key Duties and Responsibilities**

1. Receive patients, guests and other clients of the hospital and attend to their needs satisfactorily.
2. Register patients in the hospital system and ensure all patients adhere to hospital protocols with ease.
3. Lead patients, guests and other clients of the hospital to their destined offices, consultation room or wards.
4. Provide to patients and other clients with necessary information in consultation with Client Care Supervisor and other responsible officers.
5. Attend to clients who come at the reception.
6. Provide patients with the necessary documents required by them to access all hospital services and protocols.

7. Continuous check up on the patients in the queue, to advise necessary available options that meet their needs.
8. Putting to the attention of the Client Care Supervisor or other responsible officer of any case of emergency that may need exclusive attention.
9. Receive hospital phone calls and attend to them appropriately.
10. Perform other duties that may be assigned from time to time.

### **Requirements**

- a. Recognized Degree/Diploma in any field
- b. Three(3) + years' experience in fields that involves people interactions.
- c. Must possess Client care skills
- d. Strong computer skills and experience
- e. Experience in a hospital set-up is an added advantage.
- f. Ability to build and maintain positive relationships with colleagues.
- g. Experience in effective follow-up and maintain workplace privacy.
- h. High level of integrity and time manager.
- i. Strong communication skills especially verbal.
- j. Highly motivated with strong ability to work with little to no supervision.
- k. Familiar with health insurance operations.

### **How to apply:**

Interested and qualified candidates should send their application papers to the Human Resource Manager, Sebbi Hospital Ltd, P. O. Box 101601, Kampala and send to either [nakakandem@yahoo.com](mailto:nakakandem@yahoo.com) or hand deliver physical application papers to Sebbi Hospital premises. Application should be accompanied with a cover letter and CV clearly indicating 2 referees with available contacts. The applicant should be comfortable with conducting a background.

Your application should reach us by close of business **15<sup>th</sup> July, 2024 at 5:00p.m.** Only qualified candidates will be notified to appear for interviews at a stipulated date. For more information, please call 0782799787/0200906014.

For more details about the hospital advert, please visit <https://www.sebbihospital.com> or find us on our LinkedIn page: Sebbi Hospital

*Sebbi Hospital is an equal opportunity employer and does not charge money or receive any kind of bribe.*