

JOB DESCRIPTION FOR INTERNAL AUDITOR

Post: Internal Auditor
Reports to: Medical Superintendent
Works with: Other Section heads
Answerable to you: None

Ruharo Mission Hospital is a health institution of Ankole Diocese. its mission is provide high quality, accessible and holistic, general and specialized health services to all people of Ankole Diocese and beyond and to witness Christ in service.

Its vision is to have all communities in Ankole Diocese and beyond live healthy and productive lives in witness to God's glory from our services.

This job description is prepared to guide you as you serve with Ruharo Mission Hospital. Please refer to it from time to time and consult with your immediate supervisor to ensure that your work is in line with the prescriptions of this document.

Duties:

1. Reviewing and appraising the soundness, adequacy and application of accounting, operating and internal control systems of the Hospital on a continuous basis.
2. Examination of financial and operating information by reviewing the means used to identify, measure, classify and report such information.
3. Monitoring the implementation of the accounting, operating and internal control systems and recommending improvements thereto.
4. Verification of individual items including detailed testing of transactions, balances and procedures.
5. Ascertaining the extent to which the Hospital assets are accounted for and safeguarded from losses of all kinds.
6. Reviewing and ascertaining the extent of compliance with established internal policies plans and procedures as well as with laws, government regulations and other external requirements.
7. Ascertaining the reliability of accounting and other data developed within the organization
8. Reviewing the economy, efficiency and effectiveness of the Hospital operations(value-for-money audit)
9. Appraising the quality of performance in carrying out assigned responsibilities (quality assurance)
10. Carry out special investigations where need a rises.

Responsibilities:

You will ensure the following;

1. You shall maintain the utmost confidentiality of issues of the hospital and patients as prescribed by the medical ethics code of conduct.
2. You shall conduct yourself in such a manner that accredits you, the hospital and your community respect.
3. That you observe the reporting protocol and pay due respect to patients, colleagues and the community.

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4. That you always keep time; attend your duty as prescribed by the schedule and until you have properly handed it over (verbally and in writing).
5. That you account for all patients, drugs equipment and all resources placed under your care.
6. That you inform management in writing at least (5) days prior to a planned absence from duty as well as within a day (1) of an emergency. Annual leave shall be applied for no later than 30 days month before the starting date of leave.
7. That you live in harmony with all colleagues and patients.
8. That you at all times uphold the mission and the objectives of the hospital.
9. That you report to your immediate supervisor any issue or item that may put you, your colleague, or the hospital under any harm or risk.
10. Undertake any other responsibility as may be assigned by your duty or supervisor.

Qualifications

1. Bachelor's degree with finance or accounting option
2. Should be a certified accountant with at least level two certified public accountant course
3. Two years of working experience in external or internal audit

Job Description for Program Administrator (OURS)

Job Purpose: To coordinate OURS administration system and general workflows. Supervise the program teams and ensure daily office tasks are completed seamlessly.

Organisational Relationship:

Reports to: Medical Superintendent, Ruharo Mission Hospital

Immediate Supervisor for Accountant, Administrative Assistant, Logistic Assistant, Support Staff

Description of Duties:

1. Ensure and carry out a daily, monthly, quarterly and annual financial monitoring system to ensure accurate accounts in accordance with budget
2. Ensure a proper plan for implementation and proper flow of different program activities in relation to available resources and budgets
3. Ensure payments of department bills
4. Prepare and carry out yearly budgets for donor funding according to the donors requirements in collaboration with Medical Superintendent
5. Prepare and carry out yearly working budgets and work plans for approval
6. Collaborate and provide required information for internal and external audits
7. Develop and implement strategies for resource mobilization and fundraising including proposal writing for OURS program
8. Implement, monitor and evaluate systems for revenue income (clients/Sponsor/Partners contributions and others)
9. Human Resource Management
 - Manage department staff in line with human resources and operational guidelines manual 2020 and in collaboration with Administration and HR Manager
 - Responsible for proper function and maintenance of office equipment
 - Back up, network and sorting of folders in Computers
10. Be a Mediator for all partners and funders of OURS including
11. Ensure safe and proper use and maintenance/service of program assets and utilities
12. Supervise the hostel- and program stores (stock keeping, updates of inventory, ordering of adequate materials in time)
13. Ensure cleanliness and hygienic environment of the Rehabilitation Centre and offices
14. Counselling and supervision of clients and attendants concerning rules and regulations at OURS on a regular basis including disciplinary actions if needed
15. Carry out any other duties that is assigned by the Medical Superintendent

Knowledge, Skills and Qualifications:

- University degree in a health-related field such as physiotherapy, nursing or occupational therapy
- Post graduate diploma in project planning and management is required
- Additional training in health rehabilitation services is an added advantage
- Working experiences with Persons with Disabilities and communities
- Fluency in written and spoken English language
- Ability to work with minimum supervision
- Four (4) years experience in administration and financial program management

JOB DESCRIPTION FOR A HUMAN RESOURCE OFFICER

- Post:** Human Resources Officer
- Reports to:** Medical Superintendent
- Works with:** Heads of department, Section heads and all other staff members
- Answerable to you:** None.

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Purpose of the role

To ensure success, an HR officer should display excellent organizational skills, good time-management skills, and the ability to multi-task in a fast-paced environment. The HR officer should possess remarkable conflict management and decision-making skills to ensure employee compliance.

Duties and Responsibilities

- Handle the recruitment process(posting job adverts both internal and external, conducting interviews, carrying out reference checks, and onboarding new candidates)
- Gather and maintain employee personal records both in hard & soft copies and ensure the records are up to date
- Develop performance reviews, provide feedback, and motivate employees to reach their potential
- Spearhead the implementation of HR initiatives and policies.
- Draft contracts for staff, consultants, and volunteers, and support them in understanding the details therein.
- Track and maintain a leave database for staff. This includes time taken off or any other leave
- Compile HR data relating to payroll processing by recording new hires, transfers, terminations, changes in job classifications, salary increases, and other adjustments.
- Update the payroll information monthly, share with the finance team and share payslips with staff at the beginning of the next month.
- Record all human resources actions by completing forms, reports, and logs.
- Support staff members by providing official employment documents required by third parties e.g. banks and other financial institutions

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- Review employment and working conditions to ensure legal compliance and handle staff welfare.
- Support the management of disciplinary and grievance issues.
- Handle exit administration, and ensure that staff exiting have handed over all required assets. Communicate to staff regarding existing staff.
- Develop and implement training programs for all employees

HR Officer Requirements:

- Bachelors degree in social sciences, business administration or human resources.
- Additional training in human resource management for other disciplines whose first degree is not human resource is required
- Minimum five (5) years of relevant experience in human resources.
- Additional relevant training/certification may be advantageous.
- Able to engage in meaningful negotiation and resolution.
- Knowledge of employment legislation.
- Excellent verbal and written communication skills.
- Protecting the interests of all employees.
- Full understanding of HR functions and best practices.