



Decima Group Limited

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**OFFICIAL
DOCUMENT**

04th June 2022

Ref No: **OFCOM2022/D/0603**

JOB VACANCY ANNOUNCEMENT

Decima Group Limited is a healthcare company with a focus on importation and distribution of specialized medical devices and pharmaceuticals headquartered in Dar es salaam, Tanzania.

We are currently looking to expand our range of services and optimize service provision and are looking for **full time** personnel to join our team in the below stated posts.

1. Biomedical Engineers – 2 posts
2. Pharmacist – Regulatory & Compliance – 1 post
3. Operating Theatre Nurses – 2 posts
4. Accountant – 1 post
5. Pharmaceutical Sales Representatives – 2 posts

BIOMEDICAL ENGINEERS – 2 POSTS

JOB DETAILS:

Duties and Responsibilities

- (i) To establish and implementing preventive maintenance plans for all Medical equipments;
- (ii) To carry out inspection and calibration of Medical equipments;
- (iii) To diagnose and repair faulty therapeutic and Medical equipments;
- (iv) To provide technical support on procurement of new Medical equipments;
- (v) To ensure timely availability of spares for repairs and maintenance of Medical equipments and installations of machines and equipment;
- (vi) To Supervise Technicians in maintenance of equipment, ground, and buildings;
- (vii) To carry out independently specified routine technical tasks which require a higher degree of technical knowledge and skills;
- (viii) To give professional advice and guidance to Medical equipment users;
- (ix) To assist in formulation of policies relating to maintenance of Medical equipment
- (x) To perform any other duty assigned by the supervisor.

Qualification And Experience

Holder of Degree/Diploma in Biomedical Engineering from a recognized Institution and must be registered with Engineers' Registration Board.

Experience: Added benefit, but not mandatory. Should be a fast learner with willingness to undergo training

PHARMACIST – REGULATORY & COMPLIANCE – 1 POST

JOB DETAILS:

Duties and Responsibilities

- (i) Competent in pharmaceutical & medical device registration to Tanzania Medicine and Medical Device Authority (TMDA), dossier preparation, permit requests, follow ups and submissions – **(Mandatory Core Competency)**
- (ii) Perform pre-inspection of new branches and premises and ensure compliance to regulatory standards;
- (iii) To provide education and elaborations to customers, train sales representatives;
- (iv) Advise the company in all matters related to regulation and conduct compliance checks in branches and divisions nation-wide.
- (v) To prepare and submit audit report and product post market surveillance depending on the set regulations; and
- (vi) To perform any other duties as may be assigned by the supervisor.

Qualification And Experience

Holder of Bachelor Degree in Pharmacy from a recognized Institution who has undergone a one year internship programme with experience in and must be registered by the Pharmacy Council of Tanzania OR Diploma Holder highly experienced In the regulatory and product registration field.

OPERATING THEATRE NURSES - 2 POSTS

JOB DETAILS:

Duties and Responsibilities

- (i) Work with partner hospitals and clients with patients undergoing specialized Orthopedic/Spine/Neurosurgical procedures in guiding and observation or assistance in proper use of equipment, medical implants or diagnostic machinery supplied by the company
- (ii) Work with surgeons & theater staff in logistical planning of patient lists and schedules for specific specialized surgery which require the use of equipment from the company
- (iii) Prepare learning sessions with theater staff on proper equipment usage
- (iv) Maintain all company surgical equipment, implants and instrument sets including handling, transporting and sterilization.
- (v) Assist the surgeon and anaesthetist during the operation when required, anticipating their needs in order to facilitate their job.
- (vi) Participate in marketing campaigns and promotion of technical know-how to clients and advise clients on device usage and theater planning.
- (vii) To perform any other duties as may be assigned by the supervisor.

Qualification And Experience

OT Nursing Diploma with recent clinical experience, Strong team player with willingness to work in any part of Tanzania, Flexible and able to manage stress, Ability to train others and People management experience.

ACCOUNTANT – 1 POST

JOB DETAILS:

Perform a variety of activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that it complies with all relevant regulations, laws and reporting requirements. Follow established procedures and guidelines to accurately maintain the organization's financial records and transactions.

Duties and Responsibilities

- (i) Regulatory periodic filings and documentation of TRA Income taxes, VAT, NSSF, WCF, Municipal and any other financial filings in the company.
- (ii) Recording daily, weekly and monthly financial report of income and expenditures
- (iii) Preparation of the Weekly & Monthly Execution Plans – Sales targets, identify areas of improvement and be able to make adjustments to reach the intended target.
- (iv) Prepare monthly administration budget requests and final spending as per Budget Plan.
- (v) Review day to day of Budget request and Final Spending of the all departmental of the company expenditures.
- (vi) Prepare payment vouchers in separate number of every project appropriately with supporting documents.
- (vii) Establish and implement financial procedures in line with organizational requirements.
- (viii) Documentation of all spending, filling in chronological order.
- (ix) To support with the preparation of audit files, during audits, liaise with staff and auditors during the process and help prepare supporting documentation
- (x) Participate in preparation for external audits and review of various account balances, schedules and submitting all relevant information to the auditors in a timely and accurate manner.
- (xi) Any other related office duties as may be assigned by the company including finance work.

PHARMACEUTICAL SALES REPRESENTATIVES – 3 POSTS

JOB DETAILS:

Duties and Responsibilities

- (i) Develop an understanding of the relevant product and diseases area to facilitate detailed sales discussions with medical professionals
- (ii) Build and maintain relationships with healthcare professionals
- (iii) Keep up to date with any changes to the national health systems
- (iv) Plan and organise to achieve sales and activity targets set by the company
- (v) Exceptional communication skills – written and verbal
- (vi) Initiate, organise and carry out sales presentations
- (vii) Monitor and utilise all relevant promotional literature as part of the sales process

Qualification And Experience

- (i) Diploma in Healthcare related field – Pharmaceutical Technician, Nursing, Laboratory etc.
- (ii) Some work experience in a sales or customer facing environment
- (iii) Evidence of achievement outside of your academic career
- (iv) Good rapport, planning and organising
- (v) A real desire to challenge yourself to succeed and exceed targets

All applications CVs & Relevant Documentation should be submitted via email to vacancies.decima@gmail.com .

Deadline for application submission shall be on Saturday, 11th June 2022. Only shortlisted candidates will be called for the interviews.

Approved By:



Dr. Mariam M. Hamad
Secretary - Board of Directors