



"All One In Christ"

THE UNITED CHURCH OF ZAMBIA SYNOD HEADQUARTERS

VACANCY ANNOUNCEMENT - 20TH MARCH, 2024

POSITION — HEALTH SECRETARY

REPORTING LINE: General Secretary

TENURE: Renewable Contract of Three (3) years

STATEMENT OF MAIN DUTIES

- ❖ The job holder is the principal Adviser to management on matters of Health
- ❖ Ensure that all Medical/Health Institutions under The UCZ operate in accordance with the GRZ and the UCZ health policies and regulations
- ❖ Convenes the Synod Health Committee and submits recommendations and reports on the management and operations of Health Institutions to Synod
- ❖ Attends to all health and medical related issues at Synod level, visits and inspects health facilities under The UCZ
- ❖ Liaises with relevant officers at the Ministry of Health on matters affecting the health institutions under The UCZ such as funding, staff recruitment, selection, promotions, transfers etc
- ❖ Ensures that grants and donations received by The UCZ health institutions are properly utilized and accounted for
- ❖ Promote the professional development of medical personnel through training, seminars and workshops.
- ❖ Liaises with other health organizations both local and international on matters beneficial to The UCZ and its health institutions in consultation with the General Secretary
- ❖ Carries out any other duties as assigned by the General Secretary or Synod

QUALIFICATIONS

- ❖ Holder of Bachelor's degree in Nursing or equivalent. Master's degree in the relevant profession is an added advantage
- ❖ Must have 10 years work experience in a reputable health environment of which 5 years must be at Senior Management level
- ❖ Must be conversant with Zambian health policies and practices
- ❖ Must be a devoted member of The UCZ
- ❖ Must be computer literate

MODE OF APPLICATION

Candidates who meet the above qualifications should send an application letter attaching their latest CVs, copies of academic and professional qualifications and day time phone numbers of Three (3) referees to:

The General Secretary
The United Church of Zambia,
Synod Headquarters
P.O. Box 50122,
LUSAKA

Email: ucsynod@zamnet.zm
malivetty@gmail.com

Deadline: Friday 29th March, 2024.