



## **GHANA-CANADA MEDICAL CENTRE** **JOB ADVERTISEMENT**

Ghana-Canada Health Co. Ltd owns and operates Ghana-Canada Medical Centre (GCMC), a state-of-the-art medical centre located in East Legon, Accra, which is scheduled to open its doors in September 2008. GCMC is committed to providing superior health care for the Ghanaian public and for clients from West Africa and abroad. To complement our highly qualified medical practitioners and professional staff, we seek highly motivated individuals for the following full-time positions:

### **1. MEDICAL OFFICERS (5)**

Successful candidates will work alongside highly skilled consultants in emergency care, surgery, multipurpose specialty clinics, including women's health and paediatrics.

**Qualifications, Skills and Experience:** Doctor of Medicine or Doctor of Osteopathy, completion of Housemanship (internship) and rotations, registration, or eligibility for registration by the Ghana Medical and Dental Council. Demonstrated diagnostic and procedural skills an asset.

### **2. REGISTERED NURSES (8)**

Registered nurses (RNs) to provide standard nursing care, educate patients about various medical conditions, and provide advice and emotional support to patients and their families.

**Qualifications, Skills and Experience:** Certification as RN, BSN or equivalent or a higher qualification plus at least 2 years post-registration experience. Registration by the Ghana Nurses and Midwives' Council. Competency in theatre or paediatrics is very desirable. Computer literacy is required.

### **3. MIDWIVES (3)**

Midwives are required for antenatal and post natal clinics, labour and delivery wards, assisting with gynaecology, breast health, and in c-sections as their experience permits.

**Qualifications, Skills and Experience:** Certified Midwife or "comprehensive" Nurse with experience on a midwifery unit. Minimum 3 years experience desirable.

### **4. PHARMACISTS (2)**

Manage and operate pharmacy for the clinic.

**Qualifications, Skills and Experience:** Degree in pharmacy from a recognised university, eligible to practice in Ghana, plus at least 2 years work experience. Excellent communication skills, ability to educate patients on medication desirable. Computer literacy is required.

### **5. DISPENSARY TECHNICIANS (2)**

Successful candidates will assist pharmacist in the management and running of the pharmacy.

**Qualifications, Skills and Experience:** HND plus at least 2 years work experience in a pharmacy setting with excellent communication skills. Computer literacy is required.

### **6. X-RAY AND ULTRASOUND TECHNOLOGISTS (2)**

Successful candidates will operate and manage state of the art X-ray, fluoroscopy, electrocardiography and ultrasound equipments.

**Qualifications, Skills and Experience:** Diploma or degree in applied science from a recognised institution. Licensed by recognised governing body with at least 2 years work experience.

**7. MEDICAL LABORATORY TECHNOLOGISTS (4)**

Successful candidates will operate laboratory services round the clock.

**Qualifications, Skills and Experience:** HND or degree in applied science from a recognised institution with at least 2 years work experience.

**8. ACCOUNTANT (1)**

The successful candidate must have HND or degree with the proper accounting qualification, must have at least 5 years working experience in medical setting or in a related field, and familiar with procedures and tendering. Computer literacy is required

**9. ADMINISTRATIVE ASSISTANT**

Successful candidate will manage the offices of senior management, and perform any other secretarial duties assigned by senior management.

**Qualifications, Skills and Experience:** Candidates must have at least B. Sec./B.Com (Secretarial option), Degree/HND (Secretaryship) and 2 years work experience in a similar position. High competency in Microsoft Suite is required.

**10. INFORMATION TECHNOLOGY (IT) SPECIALIST**

Successful candidate will be in charge of electronic data management system and train staff in the use of hospital management software system.

**Qualifications, Skills and Experience;** Degree from a recognized university in information systems particularly with health application. Postgraduate qualification in health informatics is an advantage. Excellent communication and training skills plus basic competency in hardware and trouble shooting are desirable.

**11. SECRETARY/RECEPTIONIST (2)**

Successful candidate will manage hospital reception and perform any other related duties that may be assigned.

**Qualifications, Skills and Experience:** HND Secretaryship and Management Studies with at least 2 years work experience in a similar position. Excellent language proficiency and ability to multi-task. Competency in Microsoft Suite is required

Deadline for application is **Friday July 18, 2008.**

Applications must include

- a signed cover letter with contact details (email, phone)
- a certified copy of certificates or of professional accreditation,
- up to date resume with the names, position, and contact details of **2** referees.

Applications should be sent by post to the following address:

**Dr. Dan Boateng,  
Private Mail Bag No. 50,  
Cantonments  
Accra, Ghana.**

*For further information please visit the website [www.ghanacanadamedical.com](http://www.ghanacanadamedical.com) Send inquiries to [kvdanso@gmail.com](mailto:kvdanso@gmail.com) or [danbettyboateng@yahoo.com](mailto:danbettyboateng@yahoo.com). Thank you for your interest in GCMC. In view of the potential large number of applicants, only candidates shortlisted for interviews will be contacted.*