

28th July, 2025

Job Advert - Employment Opportunities

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

CoRSU Hospital seeks to fill the following vacancy:

Job Title:	Administration and Facilities Manager
Number of vacancies:	01
Payment Grade:	Fulltime
Reporting to:	Head of Human Resources & Administration
Department:	Human Resource & Administration

Overall job objective:

The role is responsible for overseeing daily administrative hospital operations, develop and implement operational policies for efficiency/ compliance.

Functional Outputs/Activities per key performance area:

Strategic Planning

- Develop, review, and maintain effective administrative policies, systems, and procedures.
- Review and harmonize the administrative stores/material management policies, with other Hospital policies and procedures.
- Prepare Annual Operational Plans and budgets for presentation to the management.

Process Administration

- Oversee daily administrative hospital operations to ensure smooth functioning.
- Monitor expenses, propose cost-effective solutions, and manage utility payments.
- Monitor departmental income and expenditure.
- Coordinate and maintain building equipment.
- Manage the inventory of assets.
- Manage contracts for maintenance services by outside vendors and ensure compliance with Service Level Agreements (SLAs).
- Keep all Vehicles and all other Fleet Equipment properly maintained and repaired, registered, licensed, and appropriately tested in compliance with CoRSU Policies and Government regulations.
- Ensure all required documentation on all vehicles are current and up to date (timely renewals for 3rd Party licenses, Control Technique, insurance, etc.)
- Ensure quality standards and procedures are followed.

Comprehensive Rehabilitation Services for People with Disability in Uganda.

P.O. Box 46, Kisubi, Uganda. Telephone: Mobile: +256 (0) 76 1002 111/ (0) 76 1002

157

Website: www.corsuhospital.org

- Coordinate activities with 3rd Party Contractors i.e. catering, security, compound, cleaning and other service providers overseeing performance and reports.
- Stay updated with healthcare regulations and compliance standards.
- Act as the custodian of all hospital-related documents and records.
- Manage statutory regulations, premises licensing, and service provider contracts.
- Ensuring timely procurement of the departmental requirements.
- Making requisitions for appropriate office furniture and equipment.

Team Management

- Support the staff to develop individual work plans for the week/month or year to create visibility and clarity of tasks, track their progress against these plans.
- Develop and implement KPIs for staff and evaluate and assess staff performance regularly.
- Ensure that all staff have individual development programs, and the department has a defined training plan.
- Provide guidance, coaching and mentoring to department staff.
- Conduct quarterly performance reviews for department staff and identify areas of improvement.
- Manage the administration of staff i.e. leave approval, travel approval etc.
- Approve expenditures as per the delegation of authority.

Financial Management

- Develop the budget for the department as per the set guidelines.
- Continuously identify areas for improved efficiency.

Risk Management

- Continuously assesses risk inherent in the procurement process.
- Develop mitigation measures to curb the risk inherent in the procurement process.
- Review the effectiveness of the mitigation measures on a continuous basis
- Continuously assess risks inherent in the goods and services procured by the Hospital.

Compliance

- Monitor the implementation of contracts
- Ensure CoRSU Administration Process Compliance by all stakeholders in execution of activities.
- Adherence to all CoRSU Policies and Procedures

Required Qualifications:

Bachelor's degree in healthcare administration or related field.

Certificate in Law from LDC

Post Graduate Diploma in Health Management, Hospital Administration, Hospital Planning and Business Administration or equivalent qualification from a recognized institution is an added advantage.

Key Competencies & Skills

- Strong leadership and team management skills
- Excellent organizational and multitasking abilities
- Good interpersonal and communication skills
- Problem-solving and decision-making capabilities
- Communication Skills

Comprehensive Rehabilitation Services for People with Disability in Uganda.

P.O. Box 46, Kisubi, Uganda. Telephone: Mobile: +256 (0) 76 1002 111/ (0) 76 1002

157

Website: www.corsuhospital.org

- Time Management
- Organizational Skills and Record Management
- ICT Skills
- Negotiation Skills
- Record Management

Experience

Minimum of five (5) years of working experience of which three (3) must have been gained from a supervisory position in a reputable organization preferably in health.

Attributes include:

- Customer Centric Mindset
- Strives for Continuous Improvement
- Quality Focused

Competencies Required:

Behavioural

- Ability to lead and motivate teams.

Leadership

- Excellent leadership, organizational, and communication skills.

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: recruitment@corsuhospital.org before midnight of **Friday 12th September, 2025**, the Title of the Job you are applying for and the name of the Applicant should be the subject of the email.

NB: CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.