

VACANCY ANNOUNCEMENT

Date of first publication: **3rd June 2010**

Nepal Netra Jyoti Sangh, a leading eye care service provider is seeking applications for Lumbini Eye Institute/ Shree Rana Ambika Shah Eye Hospital (LEI/SRASEH), Bhairahawa from qualified, energetic and experienced Nepali candidates for under mentioned job position.

Job Title: Hospital Manager (1)

Qualification: MBS/MBA/ MPH with three years of post qualification experience in hospital administration.

Age: Below 45 years.

Major Responsibilities:

1. Able to organize, manage and execute the activities to achieve LEI's goals.
2. Able to coordinate with different department within the hospital and with external stakeholders to achieve LEI's targets.
3. Responsible for Human Resources Management, Financial Management, Information Management, Material Management and the management of various other processes, all under the guidance and in cooperation with the Medical Director (MD)
4. Responsible for carefully developing an organizational culture of trust, team spirit, high commitment and openness.

Job Title: Chief Finance Officer (1)

Qualification: Chartered Accountant or MBS/MBA in finance preferably three years of post qualification experience in hospital accounting.

Age: Below 45 years.

Major Responsibilities:

1. Effective implementation of financial policies, plans and procedures of NNJS
2. Rendering functional advice and assistance on matters pertaining to finance particularly project and program financing, investment analysis, capital budgeting.
3. Preparation of various Financial Statements /Financial Reports/Budgets of LEI/SRASEH, its programs/Eye Care Center/projects and submission of these reports to Management/Donor agencies within due date.
4. Ensuring adaptation of adequate internal control in financial and accounting system.
5. Advising the management on matters relating to legal obligation under tax laws and other fiscal laws and to ensure full compliance with their laws.
6. Providing appropriate secretarial and other services and represent LEI/SRASEH on financial matters.

Job Title: Bio-Medical Engineer (1)

Qualification: Bachelors Degree or equivalent degree in Biomedical Engineering, Preference will be given to candidates having experience in a clinical hospital environment

Age: Below 45 years.

Major Responsibilities:

1. Maintenance & Servicing of all types of ophthalmic equipments.
2. Participates in installation and commissioning of Equipments.
3. Performs preventative and corrective maintenance of Equipments.
4. Liaising with technicians and manufacturers to ensure the feasibility of a product in terms of design and economic viability
5. Providing good technical support and guidance to LEI team members and maintaining healthy relationship with the colleagues and sharing the best practice to achieve the goals.
6. Regular visit to the other hospital /PECC supported by LEI for the repair and maintenance.
7. Provide support to the management for the purchase of right equipments with first right pricing.

These positions are offered initially for one year on contract basis and can be extended for a further period upon satisfactory performance. Salary and benefits will be as per policy of the organization.

Interested applicants are requested to send their hand written application with resume (Curriculum Vitae), a recent passport sized photographs, photocopy of citizenship certificate and related qualification/experience certificate within 15 days from the first publication of advertisement to:

**The Human Resource Department
Nepal Netra Jyoti Sangh
P.O.Box # 335, Kathmandu Nepal**

Telephone enquiries shall not be entertained and only short listed candidates will be called for the written test and interview.