

Head Nurse

Employer: Spot Ethiopia Trading PLC

Duty Station: Spot Internal Medicine Specialty Clinic

Location: Megenagna (infront of Ministry of Revenues), Addis Ababa, Ethiopia

Position Title: Head Nurse

Employment Type: Contract (with possible extension based on performance)

Gender: Male/ Female

Number of Positions: 01

Age: 22-35 years

Announcement Date: 26/02/2026

Application Deadline: 07/03/2026

Position Overview

The Head Nurse is responsible for leading and supervising the nursing team to ensure the delivery of safe, high-quality, and patient-centered care. The position involves managing daily nursing operations, coordinating patient care services, maintaining clinical standards, and supporting the Internist in overall clinical management. The Head Nurse plays a key role in ensuring efficiency, teamwork, and adherence to healthcare protocols within the clinic.

Qualifications and Requirements

Education:

- Bachelor's degree in Nursing (BSc Nursing) from an accredited institution.
- Valid professional license and registration with the Ethiopian Nursing Association.
- Should be a certified vaccinator.

Experience:

- Minimum of 5 years of clinical nursing experience, including at least 2 years in a supervisory or senior nursing role.
- Experience in internal medicine, outpatient, or specialty clinic settings is preferred.
- Experience in vaccine administration.

Languages:

- Proficiency in English and Amharic (both spoken and written).
- Additional local language skills are an advantage.

Core Skills and Competencies

- Strong leadership, supervision, and team coordination skills.
- Excellent clinical assessment and patient care skills.
- Knowledge of nursing procedures, infection prevention, and safety protocols.
- Effective communication, interpersonal, and problem-solving abilities.

- Strong organizational and multitasking skills.
- Compassionate, patient-focused, and detail-oriented approach.
- Proficiency in medical documentation and reporting systems.
- Commitment to professional ethics, confidentiality, and continuous improvement.

Key Roles and Responsibilities

- Ensure accurate and timely data entry in the LMIS.
- Supervise and coordinate daily activities of nursing staff and support teams (reception, customer service, and data entry).
- Plan and manage duty schedules, attendance, and staff coverage.
- Ensure safe, high-quality, and patient-centred nursing care delivery.
- Oversee daily nursing operations and workflow within the clinic.
- Monitor compliance with clinical protocols, infection prevention, safety standards, and regulatory requirements.
- Evaluate staff performance, provide feedback, mentorship, and ongoing training.
- Assist in recruitment, orientation, and training of clinical and non-clinical staff.
- Collaborate closely with the Medical Director, internists, general practitioners, laboratory, and other departments to ensure coordinated patient care.
- Support physicians during examinations, procedures, and treatments.
- Manage patient admissions, discharges, follow-up care, and emergency department operations.
- Ensure proper preparation and maintenance of patient care areas, equipment, and medical supplies; report shortages as needed.
- Maintain accurate nursing documentation and patient records.
- Address patient, client, and attendant concerns professionally and compassionately.
- Participate in clinical audits, case reviews, and continuous quality improvement initiatives.
- Prepare and submit monthly communicable and non-communicable disease reports to the Ministry of Health.
- Conduct daily cross-checks of unfit cases on Prime Care and Wafid platforms to ensure accurate reporting and documentation.

Required Documents:

1. Updated CV
2. Application letter
3. Educational qualifications (Diploma certificate and transcript)
4. Training certificates
5. Proof of work experience
6. Government-issued ID (National/Regional ID or Driver's License)
7. Passport-sized colored photograph

How to Apply:

Interested applicants who meet the above requirements are invited to submit their CV, application letter, and copies of educational and other relevant documents either in person at Spot Internal Medicine Specialty Clinic, located at **Bole Sub city, Megenagna (front of Ministry of Revenues)** or via email at info@spotclinicet.com or Spot Ethiopia Trading (info@spotethiopia.com)

For further information, please get in touch with us at

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