# Vacancy Announcement

**Organization:** Operation Smile

**Position:** Intern for Jimma University Medical Centre

**Employment**: Internship

**Date of Announcement**: November 24, 2024

**Deadline**: November 30, 2024

# Job description

**Position**: Intern for Jimma University Medical Centre

**Duty Station**: Jimma University Medical Centre, Jimma, Ethiopia

Operation Smile is an international Non for profit organization that offers free surgeries to people born with cleft conditions. We envision a world in which health and dignity are improved through safe surgery. Founded in 1982, Operation Smile has had its presence in Ethiopia since 2005 with full blown programs in Jimma University Medical Centre( JUMC) and St Paul's Hospital Millennium Mecical College ( SPHMMC). Recently, Operation Smile signed partnership agreement with Ayder Comprehensive Specialized hospital in Tigray. Operation Smile Ethiopia ( OSE) office is looking for non-employment internship post based in JUMC, Jimma.

**Key Roles of the Intern**

1. Based at Jimma University Medical Centre, assists both Surgical and Non-Surgical Program Coordinators of OSE in patient recruitment and sequencing for cleft surgery and non-surgical comprehensive care including nutrition, dental, speech, and psychosocial services.
2. Assists program Coordinators in organizing and conducting outreach activities for creating awareness among community towards seeking cleft surgical and non-surgical comprehensive care ( Nutrition, dental, speech and psychosocial) services at JUMC.

3. Work with Program Coordinators in handling patient data management including filling out of weekly ODK, patient health recording ( PHR),Redcap, preparing monthly patient lists and other reports.
4. Support the Program Coordinators and store manager at JUMC in quantifying and forecasting of medical supplies needed for cleft and general plastic surgery, proper handling and management of medical supplies procured and delivered by OSE to JUMC
5. Participate in organizing short term surgical and educational programs such as visiting professorship and other trainings conducted in Jimma
6. Execute any other activities assigned by supervisor

# Job requirements

**Qualifications, Skills and Behaviors**

- BA in Medicine( MD)or Health officer or nursing from recognized university with zero year of experience
- Excellent communication skill both writing and speaking in English and Amharic.
- Basic knowledge and skill of computer including Microsoft offices such as use of words, excel, internet, teams.
- Motivated to work as intern in hospital setting ,
- Skill of coordination and team work
- Easily coachable and willing to learn
- Willing to work during working hours ;with flexibility of working out of regular work hours

**Compensations**

This is a non-employment internship position where OSE will pay transportation and meals related cost for the days the intern is on duty.

NB: The intern is responsible for bringing a functional laptop.

# How to Apply

To apply use the below email address:

Adey.Berhanu@operationsmile.org