

Vacancy Announcement

Organization: Operation Smile

Position: Intern for St Paul's Hospital Millennium Medical College

Employment: Internship

Date of Announcement: November 21, 2024

Deadline: November 30, 2024

Job description

Position: Intern for St Paul's Hospital Millennium Medical College

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 and St Paul's Hospital Millennium Medical 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 SPHMMC, Addis Ababa.

Key Roles of the Intern

1. Based at St. Paul's Millennium Medical College, assists the program Coordinator of OSE in patient recruitment and sequencing for cleft surgery.
2. Assists program Coordinator in organizing and conducting outreach activities for creating awareness among community towards seeking cleft surgical services at SPHMMC
3. Work with Program Coordinator in handling patient data management including filling out of weekly ODK, Redcap, patient health record (PHR), preparing monthly patient lists and other reports.
4. In collaboration with OSE team, gather necessary information from each OSE partner hospitals and prepare contents to be posted on social media such as Linked IN and others
5. Support the Program Coordinator at SPHMMC in quantifying and forecasting of medical supplies needed for cleft and general plastic surgery

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.
- Knowledge and use of social media including content development ,posting and social media monitoring is required
- 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 please use the below email address:

Adey.Berhanu@operationsmile.org