

Date: October 5, 2026

Vacancy Announcement

SDE Comprehensive Medical Diagnostic Center would like to invite competent candidates to apply for the following position to be hired on a permanent basis.

No	Job Title	Job Requirement	Key skills & Responsibilities	Required
1	Customer service /Receptionists	Education: BSc Degree in Health Officer , It, Hospitality Management or any business Experience: 0(+) Years	• Welcome customers/patients professionally and courteously. • Provide accurate information about services, procedures, and working hours • Register new and returning customers/patients. • Handle customer complaints politely and promptly • Maintain confidentiality of customer and patient information. • Report unusual incidents, customer complaints, and service delays to the supervisor.	8
2	Medical Laboratory Technologist	Education : BSc Degree in Laboratory Experience: 1(+) Years	• Collect, receive, label, and properly handle patient specimens, Ensure correct sample identification and storage. • Perform laboratory tests • Operate and maintain laboratory analyzers and equipment. • Record and verify test results accurately • Maintain confidentiality of patient information. • Safety and infection prevention • Perform routine equipment checks and basic maintenance. • Documentation and reporting •	8
3	Accountant	Education : BA Degree in Accounting and Finance	• Make financial record, A/R and A/p, cash and bank mgt, payroll	6

		Experience:- 1(+) Years Peachtree, Maraki experience is advantages	&statutory payment, financial Report, confidentiality	
4	Cleaner and Janitor	Education: Grade 10 Complete, or Tvet Certificate • Cleaning or Janitor Training is an advantage	• Cleaning and Sanitation • Waste management • Toilet and facility Maintenance • Safety and compliance • Support Services	10
5	CEO Assistant	Education: BA in Office Administration, Business Management, public Administration or related Exp: Minimum 3 years' experience in executive assistance preferable in private health sectors	• Excellent in writing & verbal communication • Ability to scheduling meeting, taking of minute, Preparation of report, letters & presentations, • Handling confidential information, • Follow up and task Management	01

Compensation : Negotiable and attractive

How to apply

- ✓ In person at SDE Comprehensive Medical Diagnostic Center, Behind Tikur Anbesa Hospital, around Immigration office, Addis Ababa. Or via telegram account [@Kalsdehr](#)
- ✓ Use 0988 12 9779 for more information

Note: Interested applicants must apply within 5 working days. Only short –listed candidates will be contacted and advance to the next stage of the selection process.