

WE ARE HIRING

Duty Officer

We are seeking a responsible and proactive Duty Officer to support and coordinate daily operational activities within the hospital.

Requirements:

- G.C.E. A/L or equivalent qualification
- Experience in hospital operations or a similar supervisory role is an advantage
- Strong communication and coordination skills
- Ability to work in a fast-paced environment
- Willing to work on shift basis
- Good leadership and problem-solving skills
- Experience in the Army or Police is an added advantage



Key Responsibilities:

- Oversee daily operational activities during assigned shifts
- Coordinate with nursing, administrative, and support service teams
- Ensure smooth patient flow and handle inquiries
- Monitor staff attendance, discipline, and compliance
- Manage operational issues and escalate when necessary
- Prepare shift reports



Apply Now