

POSITION DESCRIPTION

Western Provincial Health Authority

AM25000118 - Director - Corporate Services

WESTERN PROVINCIAL HEALTH AUTHORITY (WPHA)

Join us in making a difference in the health sector!

The **Western Provincial Health Authority (WPHA)** has embraced a significant reform of health service delivery systems and is seeking experienced and visionary professionals for the following executive position to lead efforts in delivering quality health services across the Western Province.

Western Provincial Health Authority comprises more than 200 health care facilities distributed across the province. This position is based in Daru, Western Province.

DIRECTOR CORPORATE SERVICES

Reporting to the CEO, the Director Corporate Services is responsible for the corporate and management functions of Western Provincial Health Workforce as well as management of finance, assets, staff remuneration and performance, information, contracts and medical supplies.

Key Responsibilities:

- Support the office of the CEO through the management of all corporate functions within Corporate Services Division ensuring regulatory compliance with all relevant Legislation
- Lead, manage and coordinate planning, budgeting and financial management
- Oversee Human Resource Management (HRM) services
- Ensure effective management of other corporate support functions
- Ensure adequate resourcing to enable the implementation, effective management and technical oversight of a Health Information System which meets the requirements for WPHA monitoring, evaluation and NHIS reporting
- Lead commercial support (outsourcing) arrangements, pursuant with Central Supply and Tenders Board procedures and provide recommendations to the Executive Management on contract management control measures
- Submit to the Executive Management, CEO and the WPHA, quarterly and annual report addressing management activities, policies and corporate performance for the previous calendar year
- Prepare financial statement and reports for review and for submission to Department of Treasury
- Professionally lead, manage and coordinate performance appraisals for staff, pursuant to their Job Descriptions and Organizational Performance agreements
- Provide strategic advice and direction in areas of management, human resource development, staff disciplinary matters, information management, asset management, payroll systems, and other corporate issues to the CEO
- In close consultation with Chief Executive Officer, Director Medical and Nursing Services, develop the five-year corporate and other support plans for health workforce, training, financial management, Information communication & technology, health assets and facilities maintenance, procurement, and workforce, for the PHA and ensure effective implementation in accordance with the set time frame.

Required Qualifications & Experience:

- Do you have a minimum Bachelor in Management, Public Administration, Health Administration, Human Resource Management, Accountancy or simila? If yes, provide details
- Do you have a Master's in business administration, Health Administration or similar would be an advantage? If yes, provide details
- Do you have a minimum of 5 years executive management experience in the public or private sector? Please provide details
- Do you have experience in policy development, planning and organizational change management?

- How familiar are you with the relevant legislations, general orders and government business processes?

TO APPLY

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions on the website and submit the completed online application form with the following documents
- updated CV, certified copies of qualifications, including details of three (3) referees with current contact details.

For more information email executiverecruitment@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close at 5pm on Wednesday, 26th March 2025

Only shortlisted applicants will be contacted

Authorized by: Dr Miriam Boga, CEO

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to executiverecruitment@vanguard.com.pg together with a copy of your CV in MS Word format.