

POSITION DESCRIPTION

Western Provincial Health Authority

AM25000121 - Executive Manager - Daru Provincial Hospital

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.

EXECUTIVE MANAGER – DARU PROVINCIAL HOSPITAL

Reporting to the CEO and working with Director Curative Health Services, the Hospital Manager is responsible for managing and providing strategic and daily operational oversight to the operations of Daru Provincial Hospital.

Key Responsibilities:

- Oversee the operational functions of Daru Provincial Hospital to ensure the delivery of high-quality curative care services
- Maintain a high level of working relationship with the WPHA Senior Executive Management
- Manage a multidisciplinary specialised curative services within Daru Hospital to achieve optimal patient care outcomes by providing effective leadership, expert advice and opinion to aid diagnosis, management and treatment of patients
- Promote quality care through establishment and implementation of clinical governance framework and committees, service monitoring & evaluation and patient feedback, complaints management, protocol development, staff supervision, and continuous professional education
- Collaborate with the Director of Corporate Services to ensure a seamless coordination to patient care and oversee key administrative functions, including recruitment, staff discipline, conflict resolution, budgeting, financial management, and resource allocation
- Work with Divisional Heads to develop annual activity and implementation plans and program-based budgets to implement WPHA Corporate objectives
- Prepare and submit timely quarterly and annual hospital reports to the CEO
- Work with the Director of Corporate Services to manage facilities, procurement, administration, medical supplies, housekeeping, transportation, and security
- Ensure the consistent availability of essential medical drugs and supplies for curative care through overseeing effective pharmaceutical and supply chain management
- Provide medical leadership and mentorship to clinical staff with effective team building strategies
- Implement National Health Services Standards, level 5 hospital specialist checklists and coordinate hospital accreditation assessments
- Oversee budgeting, human resources, employee relations, staff orientation, training and development, remuneration, and occupational health and safety within all hospital operations
- Direct, coordinate, and manage all activities within Hospital Services, including strategic planning, budgeting, and administration of clinical and technical support units.

Required Qualifications & Experience:

- Do you have a Bachelor Degree in Medicine or other Clinical Health related field? If yes, provide details
- Do you have a Postgraduate qualifications in Public Health, Health Administration or Business Management, Health Management, or other Specialist Medical Officer (SMO) field? If yes, provide details
- Are you currently Registered with the Medical Board of PNG as a medical practitioner?
- Do you have a minimum of five (5) years of management experience in clinical practice or healthcare administration? Please provide details
- Do you have experience in providing leadership with the ability to motivate staff and foster a collaborative and supportive work environment?
- How familiar are you with operations of a hospital both clinical and nonclinical activities, clinical governance activities?

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.