

POSITION DESCRIPTION

National Capital District Provincial Health Authority

AM25000122 - Chief Executive Officer - NCD PHA

CHIEF EXECUTIVE OFFICER

NATIONAL CAPITAL DISTRICT PROVINCIAL HEALTH AUTHORITY (NCDPHA)

Join us in making a difference in the health sector!

The Board of the National Capital District Provincial Health Authority (NCDPHA) is seeking an experienced and visionary **Chief Executive Officer (CEO)** to lead efforts in delivering high-quality health services across the National Capital District. The CEO will be responsible for strategic planning, financial oversight, and leadership to ensure effective and timely health service delivery.

Key Responsibilities:

- Work collaboratively with the NCDPHA Board to define goals and develop policies for health services in the NCD
- Serve as the Departmental Head, ensuring the delivery of high-quality health services across NCD
- Provide strategic leadership aligned with the organization's mission and objectives
- Responsible for NCDPHA Annual Reports to the Minister for Health, the Governor, and the Secretary for Health
- Oversee financial management and resource allocation to enhance service delivery
- Ensure effective and efficient management of the NCD Provincial Hospital, Health Centres, and Urban Clinics
- Foster strong partnerships with stakeholders within and beyond NCD.

Required Qualifications, Experience:

- Post graduate qualifications in Health Administration, Business Administration, Public Administration, Public Health, Public Policy, or Law
- Minimum of 10 years of senior-level management and leadership experience in the health sector
- Familiarity with the Provincial Health Authorities Act 2007, National Health Administration Act 1997, Organic Law on Provincial & Local-level Governments 1997, Public Service Management Act 1995 and its General Orders, and relevant legislation including the Public Finance Management Act 1995, Public Health Act 1973 and the Audit Act 1989
- Understanding of PNG health system policies, reform initiatives, and strategic frameworks such as the MTDS and Vision 2050
- Experience in health management information systems
- Proven experience in project management
- Proven abilities in financial management, human resource planning, and policy development within large organizations
- Strong consultative, negotiation, and relationship-building skills to engage with diverse stakeholders
- Committed to supporting research and innovation
- Proficient in Microsoft Office applications.

If you are a dynamic leader passionate about improving health services in the National Capital District, we encourage you to apply.

The Government and the National Public Service are equal opportunity employers and encourages both men and women to apply.

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>

Follow the instructions on the website and submit the completed VI application form together with the following documents by email to executiverecruitment@vanguard.com.pg ;

- Signed Expression of Interest letter
- Updated Curriculum Vitae
- Certified copies of qualifications and academic transcripts
- Police clearance report from Fraud and Anti-Corruption Office obtained within the last 6 months
- Medical clearance obtained from a recognized medical practitioner authorized by the Secretary for Department of Health
- Two (2) Character References and Two (2) Professional References from previous and current employers confirming managerial competence and achievements (must have been written within the last 2 years).

For all enquiries email executiverecruitment@vanguard.com.pg or call (+675) 7500 7500.

Applications close at 5pm on Friday, 21st March 2025

Only shortlisted applicants will be contacted

Authorized by: Mr. Daniel Waswas - Board Chairman

NCD Provincial Health Authority Board

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.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview