

POSITION DESCRIPTION

Central Provincial Health Authority

AM25000148 - Director Corporate Services

CENTRAL PROVINCIAL HEALTH AUTHORITY (CPHA)

Make a difference in the health sector!

The Management of the Central Provincial Health Authority (CPHA) invites applications from dynamic, experienced, and visionary leaders. This is a pivotal leadership role responsible for driving the strategic direction and operational excellence of health service delivery across the Central Province.

This position is based in Port Moresby.

DIRECTOR CORPORATE SERVICES

Reporting to the CEO, the Director Corporate Services is responsible for the corporate and management functions of Central 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 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, 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 and executive management team, 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.

Expected Competencies:

- Do you have a Bachelor in Management, Public Administration, Health Administration, Human Resource Management, Accountancy or similar? If yes, provide details
- Do you have a Master's in business administration, Health Administration or similar? 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 working in the health sector? Please provide details

- What is your knowledge of relevant legislations, general orders and government business processes? Provide details
- Share your experience in policy development, planning and organizational change management?

TO APPLY

Please visit our website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit together with your updated CV, certified copies of qualifications, including details of three (3) referees with current contact details by email to executiverecruitment@vanguard.com.pg

For more information, call (+675) 7500 7500.

Applications close at 5pm on Friday, 23rd May 2025

Only shortlisted applicants will be contacted

Authorized by: Dr. James Amini – Chief Executive Officer

Central Provincial Health Authority

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.