

POSITION DESCRIPTION

Hela Provincial Health Authority

AM25000155 - Director Public Health Services

HELA PROVINCIAL HEALTH AUTHORITY (HPHA)

Make a difference in the health sector!

The Management of the Hela Provincial Health Authority 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 Hela Province.

This position is based in Hela Province.

DIRECTOR PUBLIC HEALTH SERVICES

Reporting to the Chief Executive Officer and the Board of Hela Provincial Health Authority, the Director Public Health Services is responsible for the overall management and implementation of public health programs, working closely with government, church-run and partner health institutions to promote a collaborative approach to health promotion and disease prevention. The role demands a blend of administrative acumen, strategic vision and public health expertise. This involves managing and directing public health services through strategic leadership and providing expert advice on public health services within the Hela Province in the functional areas of family health, disease control, health promotion, disease outbreak response and surveillance and environmental health including providing support to districts.

Key Responsibilities:

- Lead and manage staff, provide expert advice and opinion to prevent, promote and implement public health programs
- Prepare annual budget for Public Health programs and work with program managers and staff on developing annual activity and implementation plans
- Preparation of annual and quarterly Public Health Services Division's reports
- Collaborate and coordinate partnership, implement programs that support coaching and mentoring of public health staff within Hela PHA
- Collaborate and effectively contribute to developing and implementing policies, plans, projects and programs relating to the core function of the PHA
- Effective preparation of annual management reports and budgetary estimates
- Lead and contribute to effective financial management processes and practices.

Required Qualifications & Experience:

- Do you have • Post Graduate or Master's degree in Public Health, Policy Management or Health Administration? If yes, provide details
- Do you have a Primary qualifications in a health-related field? If yes, provide details
- Do you have minimum 10 years' experience at senior management level in the health sector? Provide details
- How familiar are you with the Provincial Health Authorities (Amended) Act 2007, National Health Administration Act 1997, Public Health Act 1973, Public Service (Amended) Management Act 1995, revised (2002) Public Service General Order, Public Finance (Management) Act 1995, Organic Law on Provincial & LLG Act 1995, Industrial Relations & Labor Laws, National Health Plan 2021 -2023, Medium Term Development Plan IV and other relevant legislation? Please explain
- Do you have experience in managing health service delivery in the provinces? Provide details

- Share your experience in the management of human, financial and material resources in large organizations with diverse functional responsibilities
- Share your experience in developing Corporate Plan, Strategy Plan and Development Plan
- Do you have experience with boards of statutory authorities? Provide details
- Share your experience in areas of effective change management and conflict resolution
- What is your understanding of good governance and laws and regulations governing statutory authorities? Please explain
- Are you familiar with financial management, budgeting and strategic management within a large diverse organization? Provide details

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 or to request a full Position Description (PD), call 7500 7500.

Applications close at 5pm on Friday, 30th May 2025

Only shortlisted applicants will be contacted

Authorized by: Dr. James Kintwa – Chief Executive Officer

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.