

POSITION DESCRIPTION

Hela Provincial Health Authority

AM3976 - Director Curative Services

Hela Provincial Health Authority (HPHA) was established under the Provincial Health Authorities Act 2007 (PHAA) and is responsible for the provision of health service in Hela Province.

The **HPHA** has embraced a significant reform of health service delivery systems and therefore requires highly competent, professional persons from the Health Services and private sector, with significant demonstrated skills to support the CEO with this reform.

Reporting to the Chief Executive Officer (CEO), **HPHA** is seeking applicants from exceptional candidates for this executive position:

DIRECTOR CURATIVE SERVICES – GR. 18

The Director Curative Services is responsible for the day to day curative services management of health in Hela Province. The position is required to manage and direct curative services and provide leadership in clinical governance, professional affairs, continuous quality improvement and patient safety.

Key Responsibilities:

- Overseeing the operational functions of the provincial and district hospitals as well as urban clinics, health centres and aid post and ensures delivery of quality curative care services in the province
- Maintain high level of working relationships with the Director Public Health Services, Director Corporate Services and Manager District Health Services including the management of church-run and NGO health facilities
- Manage curative services within Hela Province to achieve optimal patient care
- Promoting quality of care through the monitoring and evaluation of services, development of protocols, supervision of staff and continuing education in the area of the curative care function
- Liaise with the divisional managers of the Hela Provincial Hospital and officer in charge of the district hospitals (Magarima and Koroba) to ensure a coordinated approach to clinical patient care, as well as other important responsibilities such as recruitment, staff discipline, conflict resolution, annual budgeting, financial control, resource allocation and utilisation
- Preparation of and efficient management of the Division's Budget and finance systems
- Preparation of annual Curative services reports to CEO
- Liaise with Director Corporate Service to manage premises in areas of purchasing, organising stores, admin support, housekeeping, transport and security etc
- Make sure essential medical drugs and supplies are available at all times to provide curative care
- Provides medical leadership and professional mentorship for medical staff
- Coordinate all aspects of budget, human resources, employee relations, staff orientation, training and development, remuneration and Occupational Health and Safety within the Clinical Health Services
- Direct, coordinate and manage all activities of the Clinical Health Services which includes, Planning, budgets, organizing and administering the various clinical and technical support units of the clinical disciplines.

Expected Competencies:

- Medical Degree (MBBS) or equivalent is essential and must be registered with the Medical Board of PNG as a medical practitioner
- Master's Degree in Public Health, Tropical Medicine and Master's Degree in a Specialist Medical Officer field (SMO) or management is desirable
- Minimum 10 years post MBBS experience in the health sector
- Possess leadership skills to motivate staff, creates atmosphere of cooperation and understanding

- Knowledge of Provincial Health Authorities Act 2007, National Health Administration Act, Public Service (Amended) Management Act 1995, revised (2002) Public Service General Order, Public Finance (Management) Act 1995, Organic Law on Provincial & LLG Act 1985, Industrial Relations & Labor Laws and other relevant legislation
- Understanding of good governance and laws and regulations governing statutory authorities
- Demonstrated experience in the management of human, financial and material resources in large organizations with diverse functional responsibilities
- Experience in Policy design, strategic planning & implementation
- Demonstrated experience in developing Corporate Plan, Strategy Plan and Development Plan
- Demonstrated interpersonal and personal relationship skills with excellent communication skills, both oral and written
- Demonstrated experience with boards of statutory authorities desirable
- An understanding of PNG health system policies, reform initiatives and the MTDS
- Knowledge of the Public-Sector Reform and decentralized service delivery
- Knowledge of financial management, budgeting and strategic management within a large diverse organization
- Demonstrated experience in areas of effective change management and conflict resolution.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: http://www.vanguardpng.com/current_vacancies.php

Follow the website instructions and forward to Vanguard International the completed VI application form highlighting your capabilities and experiences, an updated CV, three (3) current referees and their full contact details.

Alternatively, please call us on 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 23rd October 2020

Only shortlisted candidates will be contacted.

Authorized by: Dr James Kintwa - Chief Executive Officer

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@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