

POSITION DESCRIPTION

Hela Provincial Health Authority

AM3977 - Director Public Health

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 PUBLIC HEALTH – GR. 18

The Director Public Health is responsible for the day to day management of public health activities. This involves managing and directing public health services by providing high-level leadership and advice in the functional areas of family health, disease control, health promotion, disease outbreak response and including providing support to districts.

Key Responsibilities:

- Overseeing the delivery of public and district health services to achieve optimal public health care by providing staff with managerial leadership and advice to promote and implement all the different public health programs
- Responsible for promoting quality of service care through the monitoring and evaluation of services, development of protocols, supervision of staff and continuing education for staff
- Liaise with the divisional managers to ensure a coordinated approach to public health care, as well as other important responsibilities such as recruitment, staff discipline, conflict resolution, annual budgeting, financial control, resource allocation and utilisation
- Preparation of annual Public Health Services Division's reports, preparation of annual and health sector plans and provide regular quarterly and annual plans
- Effective preparation of annual management report and budgetary estimates
- Ensure an effective financial management system is maintained and funds utilized and acquittals made in compliance with Financial Management Act and other regulations on disbursement of funds.

Expected Competencies:

- Primary qualifications in a health-related field is essential
- Master's Degree in public health, public policy, health management, health extension or administration
- Experience of health service delivery in the provinces
- Minimum 10 years working experience at senior management level in the health sector
- Sound knowledge in public health
- Ability to prepare briefing papers and report
- 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