

## **POSITION DESCRIPTION**

### **Hela Provincial Health Authority**

#### **AM3978 - Director Corporate 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 CORPORATE SERVICES – GR. 18**

The Director Corporate Services is responsible for the corporate and management functions of Hela 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, as well as attend to all HRM related functions
- Establish, manage and maintain effective financial, HR, Assets management, Information system and other corporate support functions
- Establish, manage and maintain a Health Information System which meets the requirements for HPHA monitoring, evaluation and NHIS reporting
- Lead commercial support (outsourcing) arrangements, pursuant with National Procurement Committee procedures and provide recommendations to the Executive Management on contract management control measures
- Prepare and submit to the Executive Management, CEO and the HPHA an annual report
- 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 to the CEO in all areas of direct responsibility
- Oversee operation of Information Technology to ensure the establishment of database and network system is compatible to the function efficiency of the HPHA
- In close consultation with Chief Executive Officer, Director Medical and Nursing Services, develop the five-year corporate and training plan for the PHA and ensure effective implementation.

#### **Expected Competencies:**

- Master's in Business Administration, Public Administration or Health Management (Administration) is desirable
- Knowledge of all relevant legislation as detailed below
- Minimum 10 years working experience at senior management level in Finance & Administration or similar role in the public or private sector
- Possess policy planning and research skills with good organizational and management skills
- 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 & Labour 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](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](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 23<sup>rd</sup> 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](mailto: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**