

## **POSITION DESCRIPTION**

East Sepik Provincial Health Authority

### **AM8061 - Director Corporate Services**

The National Department of Health is streamlining health services at the provincial level through the Provincial Health Authority Act, 2007. This Act is being implemented in East Sepik Province.

The **East Sepik Provincial Health Authority** seeks highly competent professionals from the Health Services sector, who demonstrate experience in Leadership, Change Management, Negotiations and effective Communications, who can perform decisively and effectively at the highest level.

Applications are invited for this role based in Wewak, East Sepik Province.

### **Director – Corporate Services**

The Director – Corporate Services will be responsible for effectively and efficiently managing the Corporate Services Division in line with the revised general policies, processes and procedures and practices to enable provision of timely advice and actions on Corporate Services related matters. The role provides guidance and ensures compliance with the revised standard policies, processes, procedures and practices and where required drives reviews and recommends changes and updates for improvement to the core functions of the Authority.

#### **Key Responsibilities:**

- Support the office of the CEO through the management of all corporate functions within Corporate Services Division ensuring regulatory compliance (reporting functions) with the Provincial Health Authority Act 2007, Public Services (Management) Act 1995, Public Finance (Management) Act 1995, Public Service General Orders, Organic Law on Provincial and Local Level Government Act 1985, Audit Act 1995, and all other relevant pieces of Legislation
- Lead, manage and coordinate planning, budgeting and financial management, as well as attend to all HRM related functions, infrastructure planning and up keep, Annual Activity Planning, and Logistics support for medical supplies and others
- 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 ESPHA 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 commercial outsourcing options, risks, financial and HR implications, and contract management control measures
- Submit to the Executive Management, CEO and the ESPHA an 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 on expenditure incurred as per the Public Finances Management Act as well as implement Audit recommendations
- Professionally lead, manage and coordinate performance appraisals for staff, pursuant to their Job Descriptions and Organizational Performance agreements as well as identify training needs for all ESPHA staff
- 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
- Oversee operation of Information Technology to ensure the establishment of database and network system is compatible to the function efficiency of the ESPHA
- 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 in accordance with the set time frame.

**Expected Competencies:**

- Master's in relevant professional/technical discipline, or qualifications in Health Administration/ Management, Financial, Accounting, Commerce or Law. A Master's Degree in Business Administration, Public Administration or Strategy Policy Management, or Health Management or Law is desirable
- Minimum 8 years' experience at Executive Management level in Finance and Administration or related roles in a similar organization
- Demonstrated experience in the management of human, financial and material resources with diverse functional responsibilities
- Experience in policy design, strategic planning & implementation
- Knowledge of Provincial Health Authorities Act 2007, National Health Administration Act 1997, Organic Law on Provincial and Local-Level Governments 1995, Public Services (Management) Act 1995, the Public Finances (Management) Act 1995, the Audit Act 1989 and other relevant government legislations
- Knowledge of Public Service General Orders and other employment and industrial relation laws
- Knowledge of National Department of Health – HR Policy and an understanding of PNG health system policies, reform initiatives and the Medium Term Development Strategy
- Knowledge of financial systems including accounting, final accounts, budgeting, statutory compliance reporting.

**This position is open to PNG citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details, work references, certified transcripts and educational qualifications, NID & certificate of birth (mandatory requirement), medical clearance, police clearance report and court case clearance report.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 13<sup>th</sup> December 2023**

All incomplete and late applications will be deemed invalid and excluded from further consideration. (Statutory Declaration will not be entertained).

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@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**