

## **POSITION DESCRIPTION**

East Sepik Provincial Health Authority

### **AM8062 - Director Curative Health 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 – Curative Health Services**

The Director – Curative Health Services will be responsible for effectively and efficiently managing the activities of the Curative Health Services Division of the Provincial Health Authority by providing high-level leadership and advice on Curative Health Services within the Province within the functional areas of Clinical Standards, Health Facility Standards, Hospital Accreditation, Clinical Support Services, Nursing Services, Hospital Clinical Services, Urban Clinical Services and Medical Supplies and Equipment etc., including providing support to Districts on implementation of their Curative Health programs as required.

#### **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 Coordinator District Health Services including the management of church-run and NGO health facilities
- Manage curative services within Western Province to achieve optimal patient care by providing staff with managerial leadership, expert advice and opinion to aid diagnosis, management and treatment of patients
- 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 Director Corporate Services 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 utilization
- 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
- Identifying training needs of curative service staff and ensure that patients, staff and assets are managed well according to standards
- Make sure outreach curative services are being conducted by district health staff and support from public health staff
- Make sure essential medical drugs and supplies are available at all times to provide curative care
- Facilitate and promote operational and medical research
- Coordinate the implementation of minimum standards for health services in NCD
- Provides medical leadership and professional mentorship for medical staff
- Develop and implement policies, programs and procedures across the Clinical Health Services and provide quarterly and yearly report for the division
- Develop both short-term strategic plans for the Clinical Health Services
- 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, organizing and administering the various clinical and technical support units of the clinical disciplines.

**Expected Competencies:**

- Master's Degree in relevant professional/ technical discipline. Masters in clinical field and/or MBA is desirable
- Minimum 8 years' experience in the Executive Management level and or Public Health Management. Experience in serving as Senior Medical Officer for more than 5 years is desirable
- Demonstrated experience in the management of human, financial and material resources
- Knowledge of Provincial Health Authorities Act 2007, National Health Administration Act 1997, National Health Service Standards, Organic Law on Provincial and Local-Level Governments 1995, Public Services (Management) Act 1995 and its General Orders, the Public Finances (Management) Act 1995, the Audit Act 1989 and other relevant government legislations
- An understanding of PNG health system policies, reform initiatives and the Medium-Term Development Strategy
- Knowledge of financial systems, strategic planning, information management, budgeting and quality assurance methods
- Sound clinical background and knowledge.

**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**