

## **POSITION DESCRIPTION**

East Sepik Provincial Health Authority

### **AM8063 - Director Public 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 – Public Health Services**

The Director – Public Health Services will be responsible for effectively and efficiently managing the activities and affairs of the Public Health Services Division of the Provincial Health Authority by providing high-level leadership and advice on Public Health Services within the East Sepik Provincial Health Authority in the functional areas of Family Health, Health Promotion and Education, Health Protection, Public Health Emergency preparedness and response, Disease Control etc., including providing support to districts on implementation of their public health programs as required.

#### **Key Responsibilities:**

- The Director of Public Health Services is responsible for overseeing the delivery of public and district health services to achieve optimal public health care by providing staff with managerial leadership, expert advice and opinion to prevent, promote and implement 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 in the area of the public health services function
- 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
- Provide advice and directions in all areas of the public and district health services
- Preparation of annual Public Health Services Division's reports, preparation of annual and health sector plans and provide regular quarterly and annual plans
- Attending meetings, writing reports and delivering presentations to a variety of audiences and identifying training needs of public health service staff
- Coordinate integrated rural outreach services within the province
- Liaise with the Director Curative Services to make sure, outreach curative services are being conducted by district staff
- Conduct supervisory visits and coordinate public health training for staff in the districts
- Make sure essential public health resources and logistics are available all the time to provide public health services
- Facilitate and promote operational and medical research
- Coordinate the implementation of new policies and directives
- Coordinate the implementation of Public Health standards
- Use information from existing health information systems to monitor progress and also to inform relevant decision makers
- Provide public health leadership and professional mentorship for public health staff within ESPHA
- Effective formulation, development and evaluate implementation of policies, plans, projects and programs relating to the core function of the PHA
- Effective preparation of annual management report and budgetary estimates

- Co-ordinate and facilitate seminars, workshops and awareness program in function of Clinical Services including corporate services and plan out internal or international conventions for the calendar year
- 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:**

- Master's Degree in public health, rural medicine, management or health administration
- Minimum 8 years' experience in Executive Management level and Public Health Administration
- Demonstrated experience in the management of human, financial and material resources
- Previous management experience in a public health setting and working well as a member of a team
- Knowledge of the Provincial Health Authorities Act 2007, National Health Administration Act 1997, Organic Law on Provincial & 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 management, strategic planning, information management, budgeting and quality assurance methods.

**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**