



**REPUBLIC OF LIBERIA
MINISTRY OF HEALTH**

Reference #: JFK/JV/02/DCEOA/2017

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RE-ADVERTISED- JOB VACANCY

**JOB TITLE: Deputy Chief Executive Officer for Administration
JFKMC (DCEOA)**

TERMS OF REFERENCE

The Deputy CEO for Administration is appointed by the board and supervised by the CEO with the responsibility and authority for the administration of services of the Center. The primary role of the Deputy Chief Executive for Administration is to ensure that institution operates as a viable entity, while maintaining in focus the overall mandate of the center. S/he is also responsible to provide oversight for the (a) procurement, storage and distribution of material resources, (b) recruitment and management of human resources, (c) efficient management of assets of the institutions, and (c) efficient management, control and account for the proper use of the finances of the institution.

Board-related functions

1. Facilitate revision of existing policy documents, including: financial, personnel, and administrative.
2. Implement all policies of the JFK Medical center to provide an effective and efficient working environment.
3. Support the CEO to develop and implement appropriate business, fiscal and debt management policies.
4. Facilitate annual audits commissioned by the Board.

Administrative functions

1. Consult with and advise the CEO on issues relating to operation of the center
2. Conduct cost studies and forecasting to prepare annual budget for submission to the Board.
3. Develop and implement procurement policies and annual procurement plan for the Center.
4. Provide supervision on procurement matters and support the procurement manager to effectively carry out procurement functions.
5. Ensure proper stock management of all consumables for the Center, including an inventory system
6. Manage consumption of utilities including fuel, electricity, and water
7. Develop and implement physical asset inventory and asset management plan
8. Ensure proper supervision and preventive maintenance of vehicle fleet, equipment, and physical structures of the Center.

Fiscal responsibilities

1. Ensure effective and efficient financial management and accounting for Center resources.
2. Develop administrative budget, and participate in development of departmental budgets.
3. Develop and implement financial management policies and management system to monitor and report on expenditure and income.

Personnel Management and Development

1. Formulate for Board approval and implement a comprehensive personnel system based upon recognized merit principles, including uniform pay plan and appropriate regulations for fair administration of all personnel matters
2. Supervise all administrative and financial staff of the John F. Kennedy Medical Center.
3. Manages personnel issues of the JFK Medical Center
4. Develop personnel leave and welfare policy and enforce compliance.
5. Conduct regular staff meetings to update staff and provide recognition of performing staffs.

Planning and Budgeting

1. Support the preparation of annual budget for submission to the Board for approval before submission to the GOL.
2. Serve as an active contributor in preparing a complete report on the conditions, operations, & management of the Center
3. Develop and implement the Strategic Improvement Plan for the Center.
4. Develop and implement the campus Master Plan for the Center.
5. Participate in the development and implementation of research agenda for the Center.
6. Prepare annual operational plan for the Center, based on the goals and policies of the Strategic Improvement Plan.
7. Participate in setting up an emergency and disaster response plan for the Center, including mass casualty events.
8. Coordinate all partner activities and projects for the Center in compliance with Strategic Improvement Plan, Board policies, and annual operational plan and budget.
9. Develop and implement maintenance plan for the Center.

Qualifications

Academic

- Master's Degree in Hospital Management or related field. Master Degree in Business Administration (MBA) is an additional advantage.

Experience

- Minimum 5 years' experience in administration, finance, or human resource management in a referral hospital or similar health care organization

Competencies

- Knowledge
 - Thorough understanding of Liberian public health system.
 - In-depth knowledge of hospital systems
 - Good working knowledge of national governance system, with respect to regulatory and policy environment, etc.
 - Personnel systems and HR management
- Skills
 - Hospital Administration
 - Grant-writing and fundraising
 - Planning, budgeting, and execution of plans and policies
 - Financial management
 - Computer literacy (Microsoft word, excel, power point)
 - Excellent oral and written communication
 - Meeting moderation and facilitation
 - Conflict resolution
- Behavior
 - Motivational
 - Open communication and responsiveness
 - Team-building and dialogue
 - Ability to work under pressure
 - Results-oriented

Interested candidate may obtain further information from the address below and deliver their application (EOI) written in English, enclosed in an envelope clearly marked: **“JOB Vacancy: : Deputy Chief Executive Officer for Administration JFKMC (DCEOA) “Ref: JFK/JV/02/DCEOA/17 and drop** in the tender box situated on the ground floor of MOH or electronically transmitted by the deadline specified below to: proumohsw@gmail.com no later than **Friday, 18th May 2018 @ 2:00 PM/ 14: 00 GMT.**

The Application must be addressed to:

Chairman of the Board
J.F. K Medical Center
Ministry of Health
Congo Town, or via email: proumohsw@gmail.com

Signed by: _____
Director of Procurement

Approved by: _____
Deputy Minister for Admin.