

POSITION DESCRIPTION

Western Provincial Health Authority

AM3964 - Director Corporate Services

The **WESTERN PROVINCE** has established the **Western Provincial Health Authority (WPHA)** and is implementing the Provincial Health Authorities Act 2007.

The **WPHA** has embraced a significant reform of health service delivery systems and therefore requires highly competent, professional persons from the Health Services sector, with significant demonstrated skills to support the CEO with this reform.

Reporting to the Chief Executive Officer (CEO), **WPHA** 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 Western 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 WPHA 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 contract management control measures
- Submit to the Executive Management, CEO and the WPHA 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
- Professionally lead, manage and coordinate performance appraisals for staff, pursuant to their Job Descriptions and Organizational Performance agreements
- 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 WPHA
- 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 Business Administration, Bachelor Degree in Management, Diploma/Degree in Public Administration, Diploma/Degree in Human Resource Management, Diploma/Degree in Accountancy and Diploma/Degree in Health Administration
- Knowledge of all relevant legislation as detailed below
- 5 years working experience at senior management level in the public or private sector
- Possess policy planning and research skills with good organizational and management skills

- Knowledge of Provincial Health Authority 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 & Labor 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

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

Applications close COB Friday 21st August 2020

Only shortlisted candidates will be contacted.

Authorized by: Dr Niko Wuatai, 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 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