



REPUBLIC OF LIBERIA
MINISTRY OF HEALTH

Reference #: JFK/JV/01/CEOA/017

Released: July 24, 2017

RE-ADVERTISED- JOB VACANCY

JOB TITLE: Chief Executive Officer of JFKMC (CEO)

Summary Job Description

The Board of Directors appoints the Chief Executive Officer with the vested authority and responsibility for implementing and executing the policies set by the Board of Directors. The chief executive officer sole responsibility is to increase the productivity of the institution in providing quality and appropriate services that meet the demand of the population.

Board-Related Functions:

1. Perform with efficiency the duties as Secretary to the Board of Directors, including sending citations and preparing agendas for Board meetings.
2. Prepare and circulate draft minutes of Board meetings; keep finalized updated minutes in the book of records.
3. Prepare draft resolutions for approval by the Board and keep all approved resolutions in the books of records.
4. Plan and implement orientation sessions for new Board members.
5. Organize Board retreats annually.
6. Ensure that Board handbook is developed and updated regularly as required.
7. Institute appropriate resource mobilization and marketing strategies to support development and operations of the Center.
8. Ensure that the relevant policies for the effective management of the Center are developed and are efficiently applied.
9. Ensure compliance with international accreditation standards.
10. Represent the institution at all public gatherings and official functions.

Planning and Budgeting

1. Oversee preparation of annual budget; submit draft budget to the Board for approval before submission to the GOL.
2. Submit annually to the Board for approval and onward transmission to the President of Liberia a complete report on the conditions, operations, & management of the Center
3. Ensure the development and implementation of the Strategic Improvement Plan for the Center.
4. Ensure the development and implementation of the campus Master Plan for the Center.
5. Ensure the development and implementation of research agenda for the Center.
6. Ensure the preparation of the annual operational plan for the Center, based on the goals and policies of the Strategic Improvement Plan.
7. Institute emergency and disaster response plan for the Center, including mass casualty events.
8. Ensure the coordination of all partner activities and projects for the Center in compliance with Strategic Improvement Plan, Board policies, and annual operational plan and budget.

Fiscal Responsibilities

1. Manage budget, cash flow, and expenditure in compliance with laws of Liberia and Board policies.
2. Ensure that future infrastructure development is in line with campus Master Plan.
3. Ensure that annual audits commissioned by the Board are executed.

Personnel Management and Development

1. Supervise all employees through hospital administrators and heads of departments.
2. Ensure installation and utilization of a comprehensive personnel system based upon recognized merit principles, including uniform pay plan and appropriate regulations for fair administration of all personnel matters.
3. Oversee annual performance reviews for all staff.
4. Implement policies and procedures as prescribed by the BODs
5. Supervise and monitor the Deputy Chief Executive Officers for Medical Services and Administration in carrying out the roles and responsibilities.

Qualifications

Academic Qualifications x PhD level with MBA or Master's-level clinician, with additional Master Degree in Hospital Management or Master in Business Administration (MBA); or MPH is an additional advantage.

Experience x Minimum five (5) years' experience in management at a referral hospital, medical center, or medical school, with at least two years as head of the institution.

Competencies x Knowledge o Thorough understanding of Liberian public health system.

- o In-depth knowledge of secondary and tertiary care.
- o Good working knowledge of national governance system, with respect to regulatory and policy environment, etc.

x Skills o Management

- o Grant-writing and fundraising
- o Planning, budgeting, and execution of plans and policies o Financial management
- o Computer literacy (Microsoft word, excel, power point) o Excellent oral and written communication o Meeting moderation and facilitation o Negotiation
- o Conflict resolution

x Behavior o

- Motivational
- o Open communication and responsiveness o Team-building and dialogue o Ability to work under pressure o 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: Chief Executive Officer of JFKMC (CEO) "Ref: JFK/JV/01/DCEO/017 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 **Thursday, 28th**

September 2017 @ 16:00 GMT/4:00 P.M.

The Application must be addressed to:

**Office of the Director-General
Civil Service Agency**

Carey Street, or via email: puchubernard@gmail.com/billmcgilj@gmail.com