

## **POSITION DESCRIPTION**

### Western Highlands Provincial Health Authority (WHPHA)

#### **AM3673 - Chief Executive Officer**

The CEO is accountable to the Provincial Health Authority Board and the Provincial Administrator for the delegated personnel management functions of the provincial administration and for the use of provincial government grants to the Provincial Health Authority.

The CEO is responsible for the development, implementation, controlling, directing, coordinating and management of all government Health Services in the province as delegated by the Provincial Health Authority Board and the Provincial Administrator.

#### **Key Responsibilities:**

- Ensure that the human, financial and physical resources of the PHA are managed effectively and efficiently to achieve the Government's health system objectives
- Ensure the effective administration of the Provincial Health Authorities Act 2007, the National Health Administration Act 1997, the Public Service Management Act 1995, Public Finances Management Act 1995 and other public-sector legislations and regulations;
- Ensure WHPHA staff are held accountable for the professional application of governance procedures, charters, schedules and responsibilities at all levels of management within the provincial health authority;
- Oversee and direct the preparation of the PHA Annual Report and budgetary estimates and the preparation and implementation of the PHA Corporate/Strategic plan and annual activity plans;
- Ensure adequate resources are provided to enable the efficient operation of the PHA Board and its sub-committees and to ensure that the PHA operates within its annual Budget by ensuring regular financial and management reports to the PHA Board;
- Submit to the Minister for Health and the Governor of the province the PHA annual report for the previous calendar year, by the 31st May;
- Ensure that the Provincial Health Authority Board fulfils its statutory obligations in terms of the Financial Management Act 1995 and the Audit Act 1989
- Carry out formal performance appraisals for the four Directors, pursuant to their job descriptions and organizational performance agreements (if any);
- Maintain a general awareness and knowledge of contemporary management principals and legislation including health and safety, equality and diversity, employment, environmental policies and general duty of care
- Provide high level strategic advice and direction in relation to the effective evaluation for the Provincial Health Authority's performance

- Overall management of the PHA budgetary and financial plan to maximize its ability to deliver services within the constraint of funding approved by National Government;
- Participate as a member of the PHA Senior Executive team and other Committees and maintain a professional liaison with the other members and perform other duties deemed appropriate and directed by the PHA Board.

### **Expected Competencies**

- Masters in Health Administration (MHA), Masters in Business Administration (MBA); Master's in Public Administration (MPA), or Masters in Public Policy (MPP) or other health qualification is preferred.
- Professional affiliation to a recognized body
- 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 legislation
- Understanding of good governance, and laws and regulations governing statutory authorities and 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, planning, management accounting, budget acquittal and strategic management within a large and diverse organization
- Minimum 6 years demonstrated management and leadership experience in public or commercial institution at CEO / MD level
- Demonstrated experience in the management of human, financial and material resources in large organizations with diverse functional responsibilities
- Experience in corporate publicity and media management, policy design, strategic planning & implementation
- Have proven high levels of leadership, organization and team building skills, change management, conflict resolution, consultative, interpersonal and negotiation skills.
- Demonstrate innovative and analytical abilities with excellent communication skills, both oral and written

**Applications close COB Friday 27<sup>th</sup> July 2018**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [recruitment@vanguardpng.com](mailto:recruitment@vanguardpng.com) 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**