



NORTH-EAST REGIONAL HEALTH AUTHORITY

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Port Maria Hospital**:

OPERATIONS MANAGER (GMG/SEG 1)

Summary:

Reporting to the **Chief Executive Officer**, the incumbent has direct responsibility for the daily management and administration of the hospital's activities in relation to the hospital's operations, thereby ensuring control and adherence to standards to achieve optimum quality health care delivery. The incumbent is also responsible for providing oversight to all paramedical services, medical records, and dietary services, within the hospital, with particular emphasis on departmental procedures.

Qualifications & Experience

- Bachelor's Degree in Public Sector Management/Business Administration/Management Studies or equivalent.
- Certificate in Supervisory Management; **plus**
- Minimum of five (5) years' experience at the supervisory/managerial level.

Specific Knowledge Required:

- Working knowledge of procurement supplies management and assets management.
- Knowledge of functions and operations of various departments
- Good knowledge of quality assurance methods.
- Knowledge of accounting procedures within the public sector.
- Good knowledge of relevant computer applications.
- Ability to communicate effectively in both oral and written format.
- Well-developed human relations skills.
- Well-developed analytical skills.
- Good time management skills.
- Well-developed planning, organizing and decision-making skills
- Well-developed written and oral communication skills
- PC operating skills

Key responsibilities will include but are not limited to:

- Participates in the development of strategic plans to facilitate achievement of both short- and long-term corporate goals and objectives.
- Supervise, direct, co-ordinate and monitor the daily hospital operations, in constant dialogue with the Operations Supervisors, and Hospital Administrator, to ensure a strong administrative presence in all areas of operation.
- Ensures that the hospital services as assigned, are carried out in the best interest of the public,

and to achieve the level of expectation of patients/clients.

- Participates in all Quality Assurance activities, and all plans to ensure Total Quality Management in the overall hospital operations.
- In collaboration with the Human Resource Administrator, interprets and communicates all Ministry of Health & Wellness' policies to subordinates, and assists the Chief Executive Officer in the implementation, and monitoring of policies and procedures of the hospital.
- Ensure that systems are designed within departments in order to create continuous flow of information and activities. Systems will be reviewed periodically to accommodate changes.
- Supervising the fixed asset/inventory officer and storekeeper and liaising with the Manager, Regional Inventory & Fixed Asset in ensuring that the fixed asset registry and inventory tracking systems are properly maintained and evaluating stock levels to improve inventory control procedures.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale (GMG/SEG 1): \$1,640,253 - \$1,949,746 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07 to:**

**The Director,
Human Resource Management & Development North-East
Regional Health Authority**

34-38 Ocean Village Shopping Centre, Ocho Rios St. Ann

E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE
ACKNOWLEDGED.**