



NORTH-EAST REGIONAL HEALTH AUTHORITY HOSPITAL ADMINISTRATOR (GMG/AM 4)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & 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**.

Hospital Administrator (GMG/AM 4) – Band 6) - VACANT
(Salary range \$2,803,771 – 3,770,761 per annum)

Summary

Reporting to the Operations Manager, the incumbent has overall responsibility of managing the functions and duties of the Security Officers, Drivers, Chief Orderlies, Supervisory Hospital Attendants, Laundry and Linen Room Services, and Transport.

Minimum Required Qualification and Experience:

- BSc. Degree in Health Services Management, Business Administration, Management Studies or equivalent
- Certificate in Supervisory Management
- Minimum of three (3) years' experience at a supervisory/management level

Specific Knowledge, Skills & Abilities:

- Working knowledge of procurement supplies management, assets management, maintenance and fleet management.
- Good knowledge of quality assurance methods.
- Knowledge of basic accounting procedures within the public sector.
- Good knowledge of relevant computer applications (Microsoft Excel, Word, and PowerPoint).
- Knowledge of strategic management and planning

Key responsibilities will include but not limited:

- Monitors operational elements to include cleaning and portering, security, sanitation.
- Directs and controls supplies and materials for all Wards, Operating Theatre and CSSD, Dietary, Laundry.
- Ensures that supplies are adequate (sanitation, non-clinical supplies).
- Inspects building, grounds, plants and equipment
- Records and reports incidents/issues/recommendations to the Operations Manager and Maintenance Unit or any other department directly or indirectly involved with the upkeep of the hospital. Seek to resolve same if within remit.
- Prepares duty roster, coordinate and manage fleet to ensure timely, efficient transport of patients and other items for hospital use.
- Participates in all activities for management of disasters with oversight from the Operations Manager and the Chief Executive Officer.
- Manages and monitors the operations/assignments at the staff quarters and on call rooms to ensure proper maintenance and adherence to guidelines, policies, rent and utility payments and general upkeep.
- Submit monthly reports on the operations of these quarters and on call rooms to the Operations Manager.
- Prepares and submit operational/department reports to the Operations Manager as stipulated

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PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU
ARE APPLYING

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED