

## **VACANCY NOTICE - CHIEF EXECUTIVE OFFICER DOMINICA HOSPITALS AUTHORITY**

Applications are invited from suitably qualified persons for the position of Chief Executive Officer (CEO). The Chief Executive Officer is the Principal Operating Officer and reports to the Board of the Dominica Hospitals Authority established under Section 4 of the Dominica Hospitals Act #8 of 2021. The CEO is responsible to the Board for the policy and day-to day management of the Authority and all operations at designated health facilities.

### **Education:**

1. A post-graduate degree in Hospital Administration or Management; **or**
2. Bachelors degree in Hospital Administration, Economics, Public Administration or other relevant Social or Natural Sciences and a Masters degree in Public Health, Business Administration, Management or related field from an accredited university;

Training and or certification in Finance and Public Sector Management;

Formal training and leadership in Organizational Change or Change Management would be a distinct advantage.

### **Competencies Required**

- Excellent oral and written communication, leadership, interpersonal, motivational, problem solving and organizational skills;
- Experience in effectively leading a team of technical, health care and administrative professionals;
- Policy formulation and implementation, critical and analytical thinking skills together with ***strong decision-making capability***.

### **Experiences**

- Minimum of seven (7) years experience in a senior role in the successful management of hospitals or other health care facilities with 600 or more employees;
- Proven experience in service delivery, resource management, finance, budgetary control and project management;
- Proven experience in engendering a culture of engagement, collaboration and team work in managing organizational change;
- Knowledge of hospitals and/or other service delivery systems;
- Working knowledge of International Accreditation, Quality Management and Hospitals Standard Operating Protocols and Systems.

### **The Duties are but not limited to:**

1. Define and propose the key elements required for developing Standard Operating Procedures and Protocols that promote accountability, efficiency and delivery of quality hospital services;
2. Prepare and manage the approved Annual Work Plan and Budget for all major Plans and Activities of the Hospitals Authority;

3. Prepare and propose financing modalities and levels of contributions required from Government and other sources to meet the financing needs of the Dominica Hospitals Authority that take account of the policies on exemptions for seniors and children under 18 years of age;
4. Provide leadership in strategic planning for the hospitals and designated health facilities;
5. Design a suitable framework, in collaboration with national, regional and international partners to obtain financial and technical resources in support of the capitalization needs of the hospitals;
6. Develop hospital administrative policies and procedures to facilitate the delegation of functions by the Board to key functionaries for the efficient delivery of services to patients;
7. Create a safe environment for patients, and develop measures that enhance and sustain patient safety;
8. Maintain the financial health and stability of the hospitals and support the Finance Manager in financial decision making;
9. Design a Quality Management and Control System for monitoring and evaluating internationally accepted standards of service delivery that leads towards international accreditation;
10. Collaborate with the Ministry responsible for the Digital Economy and help foster cooperation between the Ministry and the Hospitals Authority to facilitate access to information necessary to enhance quality health care;
11. Maintain a database of key social and economic indicators that support interventions designed to improve quality hospital care;
12. Promote patient satisfaction as a critical performance indicator;
13. Create an environment conducive to the recruitment of quality healthcare staff and effective leadership for senior management positions within the hospital;
14. Comply with relevant laws, regulations, policies and procedures promulgated by competent authorities; and
15. Develop and maintain harmonious relations with key regional and international partners, community leaders and other relevant stakeholders; and
16. Make recommendations to the Board regarding improvements of management systems and human resource development at the Authority.

### **Terms and Conditions**

The position will be on a contractual basis for a period of two (2) years, with the possibility of renewal upon satisfactory performance. The successful applicant will receive a compensation package based on qualifications and experience to include a basic salary, a combined travel and entertainment, a housing allowance and gratuity upon satisfactory completion.

Additional information on the duties and other conditions can be obtained from the Secretary by email to **ceosecretary@domhospitals.dm** or visit the website at ***www.dominica.gov.dm***

### **Address for Applications**

Applications should be sent under **CONFIDENTIAL** cover to:

The Chairperson,  
Dominica Hospitals Authority,  
Administration Building  
Dominica China Friendship Hospital  
Federation Drive  
Goodwill  
DOMINICA.

Applications can also be sent by email to: [chairperson@domhospitals.dm](mailto:chairperson@domhospitals.dm). Evidence of formal qualifications and the names and contact details of three (3) referees should be included in the Letter of Application.

### **Closing Date**

The closing date for the receipt of applications is Wednesday, 21<sup>st</sup> September 2022.