

CIRCULAR NO. 2/2012

FROM: CHIEF PERSONNEL OFFICER/PUBLIC SERVICE COMMISSION

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS

REF.: PSC 147

DATE: 4TH JANUARY 2012

SUBJECT: ADVERTISEMENT FOR THE VACANT POST OF DIRECTOR OF HOSPITAL SERVICES – MINISTRY OF HEALTH

Applications are invited from suitably qualified persons from within and outside the Public Service to fill the vacant post of Director of Hospital Services, Ministry of Health.

QUALIFICATION AND EXPERIENCE REQUIRED FOR EMPLOYMENT

Applicants should possess a Post Graduate Degree in Management/Hospital Management or Health Administration, at least five (5) years working experience in a Public or Private Sector Organisation at the Senior Management Level. Past success in managing large organisations.

KEY TASKS

- (1) To develop or expand medical programmes for health care delivery and strategic management of the Hospital.
- (2) To implement and administer programmes and services to improve health care in Grenada.
- (3) To administer budgets, authorize expenditures and co-ordinate financial reporting relating to Government Hospitals.
- (4) To develop organisational policies and procedures and establish operational criteria for medical facilities.
- (5) To prepare activity reports to inform management and stakeholders of the status of programmes, services and quality improvement initiatives.
- (6) To evaluate the performance of Administrative Staff under direct supervision.
- (7) To consult with medical services, business entities and community groups to discuss service problems, co-ordinate activities and plans, and promote health programs.
- (8) To inspect facilities for emergency readiness and compliance with access, safety and sanitation regulations and recommend building or equipment modifications.

- (9) To develop and maintain records management system to store or process personnel activity or personal data.
- (10) To conduct half-yearly strategic reviews of the Hospitals.

PERSONAL QUALITIES REQUIRED FOR APPOINTMENT

- (a) High level of integrity;
- (b) Leadership skills;
- (c) Ability to motivate people and work as part of a team;
- (d) Good oral and written communication skills;
- (e) Strong interpersonal skills;
- (f) Financial management skills;
- (g) Planning, monitoring and evaluation skills;
- (h) Flexible.

SPECIAL FEATURE OF THE JOB

Work beyond normal working hours; moderate amount of traveling.

SALARY

The salary payable to the post is at the rate of \$52,380 per annum in the Grade (K), by incremental points to \$67,188.

Applications from interested persons stating age, academic qualifications, length of service (where applicable), present position and salary, should be addressed to the:-

**Chief Personnel Officer
Public Service Commission
Financial Complex
Building No. 1
The Carenage
St. George's
GRENADA**

Applications should reach me **no later than 30th January 2012.**

Please note that ineligible applications would not be acknowledged.

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CHIEF PERSONNEL OFFICER (AG.)