



NATIONAL INSURANCE BOARD

Applications are invited from suitably qualified persons to fill the position of Program Head with the National Health Insurance Secretariat.

POSITION IDENTIFICATION

POSITION TITLE: PROJECT HEAD

TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR

UNIT: NHI SECRETARIAT

GENERAL ACCOUNTABILITY

Reporting to the Director of the National Insurance Board, the Project Head is generally accountable for the Managing of the Secretariat and the executing of key deliverables towards the implementation of National Health Insurance (NHI). The Program head is expected to work closely with the various consultants assigned to the NHI.

SPECIFIC ACCOUNTABILITIES

- a) Ensure that project deliverables are met within the established timeframes, and within budget.
- b) Provide support to and collaborate with the UWI-HEU team to assist in ensuring that the various project specifications are executed as planned.
- c) Liaise with the UNDP office ensuring that approved grant funding are disbursed as required to facilitate the smooth execution of the approved activities.
- d) Act as the chief liaison and coordinator for the various shareholders, in other words, the Ministry of Implementation, the Ministry of Health, the National Insurance Board and the various consultants.
- e) Assist with the negotiation of contracts with health care providers.
- f) Prepare project document for the IT Consultancy, ensuring that the consultancy takes into consideration the necessary health linkages.
- g) Ensure that the National Health Insurance has an updated and relevant website at all times.
- h) Ensure that the Secretariat is managed in an efficient and effective manner.
- i) Monitor and track project's progress and handle any issues that arise.
- j) Liaising with Actuaries for delivery of report and possibly updating of the Actuarial Report based on the recommendation made by UWI.
- k) Attend meeting of stakeholders as the need arises

- l) Provide periodic reports to the Director on the work of the Secretariat.

PERSON SPECIFICATIONS

Minimum Acceptable Academic/Technical/Professional Qualifications

Master Of Public Health Policy & Administration or Related field

Minimum Number of Years of Relevant Experience

Five (5) years experience in a related function.

Specific Skills/Experience and/or Knowledge

Excellent communication Skills

Excellent Project Management Skills

Excellent Computer Skills

Good Research Skills

Good Interpersonal Skills

Compensation package

Salary will be commensurate with qualifications and experience.

Applications should be sent by the 29th September **2017** to:

Human Resource Manager
National Insurance Board
P.O. Box 322
ST. GEORGE'S