

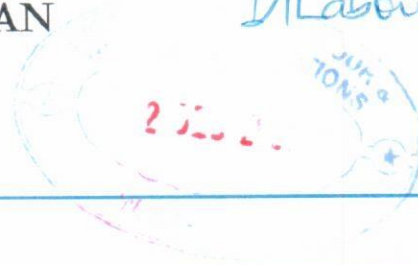


**ST.THERESE HOSPITAL
CATHOLIC DIOCESE OF TAMBURA-
YAMBIO
SOUTH SUDAN**

Approved

[Signature]

*Nilson Daminie
D/ Labour*



Job Re-Advertisement

JOB TITLE: Hospital Administrator	
TEAM/DEPARTMENT: Operations- Finance & Administration	LOCATION: Yambio, Nzara
GRADE:	CONTRACT LENGTH: Renewable Annually

ABOUT ST THERESA HOSPITAL

St Theresa Mission Hospital Nzara is in Yambio, Western Equatoria. In spite of the population displacement due to conflict in other parts of the country the Nzara area remains relatively peaceful and secure. The Italian Comboni Order has worked in South Sudan for 50 years facilitating development of community health care, education and community support groups.

Edmund Rice Foundation Australia's (ERFA) financial support for training and infrastructure development at the Comboni managed Nzara Hospital has assisted healthcare of the STAR and Rainbow HIV/Aids communities and general population. With the transfer to the Tombura Yambio Diocese of the supply and distribution of medications for members of Star Support Group, who are living with HIV/AIDS, the Nzara Hospital, which is managed by the Comboni Sisters Order, has become the main location for the provision of medical services. Hence, in 2012 the Foundation began to assist to Nzara Hospital. The hospital provides general, maternal, child and infant medical care. It specializes in TB, HIV/AIDS and Leprosy treatment. Major illnesses are malaria, gastrointestinal disorders and complications arising from TB and HIV/AIDS. Nzara has an Antiretroviral Therapies (ART) Clinic and Medical Ward.

ROLE PURPOSE:

Hospital Administrator (HA) has the overall responsibility of ensuring that St Theresa Hospital operates efficiently and provides adequate medical treatment to patients. The HA will act as a liaison between governing boards, clinical staff members, and department heads to implement policies so that departments functions are well coordinated. He/she will typically plan, organize, supervise, coordinate, and control all areas of health services, including human resources, finance, information technology, and insurance. The HA will be responsible for supervising the personnel, budgeting, and clinical practices of the entire hospital. He/she will ensure that the Hospital adheres to a distinct set of established procedures that comply with National Ministry of Health. In Additional to that, the HA will be required to create policies and standards for the hospital's staff members to consistently deliver high-quality patient care. The HA will participate in recruitment, interview, hire, and sometimes train new physicians and nurses for quality assurance. With a focus on the business side of the Hospital, the HA will also spend time attending board meetings, participating in proposal development and fundraising events.

SCOPE OF ROLE:

Matrix Reporting : a) Medical Director b) Chair of the Board

Dimensions: This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in driving forward St Theressa Mission Hospital medical operations.

Staff reporting to this post: Administration Staff 'Head of Units' in Operations (Finance, Procurement, Human Resources and Administration).



- **KEY RESPONSIBILITIES:**

Management Coordination and External Relations

- Establish and facilitate good community relations by maintaining positive relationships with board members, church leaders, government officials - ministry of health, donor, partner agencies, and the general local community leadership.
- Liaison between governing boards, clinical staff members, and department heads to implement policies so that departments' functions are well coordinated.

Policy Development & Implementation

- Ensuring that the Hospital adheres to a distinct set of established procedures that comply with National Ministry of Health.
- Develop policies and standards for the hospital's staff members to consistently deliver high-quality patient care.
- Plan, organize, supervise, coordinate, and control all areas of health services, including human resources, finance, information technology, and insurance.
- Organize, direct, control and coordinate medical and health services in relation to policies set by a governing board of trustees
- Ensuring that the Hospital operates efficiently and provides adequate medical treatment to patients.

Human Resources Management

- Participate in recruitment, interview, hire, and sometimes train new physicians and nurses for quality assurance.
- Act as liaison among governing boards, medical staff and departments heads
- Supervising the personnel, budgeting, and clinical practices of the entire hospital.
- Provide general administrative management and support
- Recruit, hire and evaluate Finance Officer, Nurses and Midwives
- Take part in regular staff performance appraisals
- To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Financial Management

- Plan budgets and reporting to Hospital Board and the donor
- Provide lead in fund fundraising of the Hospital.
- With a focus on the business side of the Hospital, the administrator also spend time attending board meetings, participating in proposal development and fundraising events.
- Ensure timely submission of donor finance and narrative reports

Health, Safety and Security

- To contribute to and work within a safe working environment
- The HA is expected to comply with Infection Control Policies at all times to minimize the risk of healthcare associated infection
- Acts in ways that are consistent with legislation, policies and procedures for maintaining own and mother's health, safety and security.
- Assists in maintaining a healthy, safe and secure working environment for everyone who is in contact with the organization.
- Works in a way that minimizes risks to health, safety and security.
- Summons immediate help for any emergency and takes the appropriate action to contain it.
- Reports any issues at work that may put health, safety and security at risk.

Service Improvement

- Uses and maintains resources efficiently and effectively and encourages others to do so.
- Monitors the quality of work and alerts others to quality issues for consistent maintenance of standards
- Storing, retrieving and archiving Health Information System
- Updating Patient Administrative System

QUALIFICATIONS AND EXPERIENCE

Possession of a minimum of a Bachelor's degree in Business Management / Accounting or related field, an MBA will be an added advantage. 3 - 5 years of related experience

- Knowledge of personnel and business administration principles in a hospital setting.
- Knowledge of government Health system is very critical.
- Knowledge of, policies and accounting practices as related to Hospital Finance Management Skills
- Ability to communicate effectively orally and in writing.



- Excellent communication skills to collaborate and lead a variety of healthcare professionals.
- Good problem-solving skills
- Quick critical thinking abilities to find effective solutions to administrative challenges in a timely fashion.
- Strong organizational skills to successfully manage multiple projects at once and schedule every detail of the facility's daily operation.
- Armed with the technical skills to follow advances in healthcare technology and the analytical skills to adapt to new regulations.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of clients or employees body.
- Knowledge of local culture is an asset but not essential

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as budgets reconciliations and review bank statements.

HOW TO APPLY

- Please submit both resume and cover letter to the email address humanresourcesmanagercdty@gmail.com, and indicate on your application in bold letters – HOSPITAL ADMINISTRATOR or Hand deliver to CDTY, mark attention HR Office

Closing Date: 11th-Dec 2021

