

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **MAY PEN HOSPITAL**:

OPERATIONS MANAGER (GMG/SEG 3)

(Salary range \$2,551,250 - \$3,032,634 per annum and any applicable allowances)

Under the direction of the Chief Executive Officer, the incumbent has responsibility to administer, direct, and coordinate all operational activities (such as infrastructure, equipment, contracts management, adherence to protocol and schedule in relation to maintenance, inventory management, transportation, projects) at the May Pen Hospital, in carrying out its mission and objectives in the provision of quality healthcare.

Qualifications and Experience:

- First degree in General Management, Health Service Management, Operations Management or in a related field with specialization in the health sector.
- Five (5) years experience at a management level in a related area, with exposure to operations management, accounting procedures and procurement policies within the public sector.
- Certification in Supervisory Management/Leadership.
- Post graduate studies in Health Service Administration/Management is a definite asset.

Specific Knowledge, Skills and Competencies:

- Excellent strategic planning, decision making, and coordinating skills
- Excellent team building skills
- Well developed human relations and leadership skills
- Sound judgement and initiative
- Sound financial management skills
- Excellent negotiation and communication skills

Key responsibilities will include:

A. Management and Administrative

- Participating in the development of the Operational Plan for the Hospital, specifically as it relates to portfolio areas.
- Participating and making recommendations in the development of policies and standard operating procedures for inter-departmental functionality.
- Managing the operations of the hospital in accordance with normative standards, sound business principles and within the framework of established policies, rules, and regulations for the conduct of the institution's business.
- In collaboration with the other members of the senior management team, reviewing policies and procedures of the institution under the Ministry of Health's Regional Health Authority overall strategic plan.
- Initiating research activities and process flow analyses with a view to finding solutions to existing problems in order to achieve increased efficiency and productivity in relation to clinical and support service delivery.
- Recommending the adaptation of established methods and techniques for the improvement of the hospital services generally.
- Monitoring the implementation of these methods and techniques and effecting solutions where necessary after consultation with the Chief Executive Officer.
- Providing a systems approach to implementation and monitoring of operational procedures, resolving inefficiency and service delivery challenges to include liaising with Nursing and

Medical Personnel to solve operational problems that affect patients care to include bed management and social cases.

- Monitoring adherence to quality assurance standards to ensure that services are provided in accordance with established procedures and policies.
- Providing oversight for waste disposal, sewage systems, medical gases, and utilities with the support of the Administrator and Maintenance Supervisor.
- Ensuring that systems are in place for the safety of patients, the public and staff on the Hospital premises, including the provision of protection from occupational hazards and investigating of accidents.
- Providing oversight for disaster preparations and operations under the management and direction of the Chief Executive Officer.

B. *Financial Management and Control*

- Implementing measures to ensure optimum use of the Hospital's resources and assets
- Participating in the annual budget preparation
- Reviewing and acting on reports and recommendations of authorized audits and/or inspections of the Hospital.
- Responsibility for the recommendations of pro-forma invoices for support services and certification of staff claims.
- Preparing reports and analyses reflecting progress, adverse trends, and appropriate recommendations or conclusions, as it relates to various phases and activities of the departments under control.

C. *Human Resource Management*

- Assisting with the implementation of effective Human Resource Management and Development policies to ensure a high level of employee morale and productivity.
- Conducting performance evaluations, monitoring performance and taking corrective actions where necessary to improve performance and achieve organizational goals.
- Providing direction and guidance through effective planning, delegation, communication, training, monitoring, and coaching.
- Assisting with staff orientation and re-orientation

Applications along with resume should be sent no later than **Friday, June 10, 2022** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville**

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED