



CIRCULAR MEMORANDUM

NO. 13 OF 2023

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FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – DEPUTY REGIONAL HEALTH MANAGER, NORTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 14th March 2023

Applications are invited from suitably qualified persons to fill the post of **Deputy Regional Health Manager, Northern Health Region, Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE:

The Deputy Regional Health Manager is a member of the Regional Management Team. Through collaboration with members of the health team, provides clinical and administrative oversight for health service delivery in the assigned region. Work includes responsibility for coordination of all operational aspects of the health district, including organizing and conducting programs required for establishing policies/procedures for medical staff functions. Ensure timely flow of information to and from Regional Management Team. This position is also responsible to monitor and evaluate health services delivery for the assigned health district and participates in evidenced-based planning and decision making.

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **UPHOLDS** legislations, regulations, standards, clinical protocols and organizational policies and procedures necessary to ensure appropriate planning and decision making for health district.
2. **ENSURES** that administrative and clinical protocols are accessible to administrative and clinical protocols are accessible to administrative, medical support and ancillary staff are adhered with.
3. **ENSURES** that all staff members under scope of responsibility have an updated approves job description.
4. **ENSURES** mechanisms for reporting within and outside respective health district is in place and adhered with.

5. **ENSURES** systems for monitoring and evaluation of Staff's performance is in place and adhered with.
6. **ACTS** as a first reporting officer for all staff employed in assigned health district.
7. **ACTS** as a first reporting officer for the Matron, Medical Chief of Staff and the Infection Control Sister.
8. **DEVELOPS** and manages annual budget and finances relating to the operations of the assigned health district.
9. **PREPARES** and submits to Finance Officer, Ministry of Health and Wellness, through Regional Health Manager statements on monthly financial returns.
10. **ENSURES** Orientation Program is in place for all new entrants.
11. **PARTICIPATES** in development of Strategic and Operational Plans for assigned health district.
12. **ENSURES** that production statistics for health district is collated, compiled and reported on at regional and national level.
13. **ENSURES** proper stock management of food and sundries.
14. **ENSURES** proper stock management of pharmaceuticals and other medical supplies.
15. **ENSURES** an inventory system is in place for the health district.
16. **COORDINATES** and supervises implementation of disasters preparedness plans (hurricane, mass casualty, outbreaks of biological pathogens, floods).
17. **PREPARES** and submit monthly reports and others relevant reports to Regional Health Manager and other Ministry of Health officials.
18. **FACILITATES** in-service training through Continuous Medical Education (CME) and maintains a record of CME sessions.

B. QUALIFICATION AND EXPERIENCE

Training in Health Systems/Service Management or Public Health at the Master's Degree Level with at least a minimum of three (3) years' experience in administration or human resources management in a health care organization.

Or

Candidates with a Bachelor Degree or an equivalent professional qualification with at least five (5) years' experience in a management or supervisory position can be considered.

C. COMPETENCIES/SKILLS

- Exceptional interpersonal skills and strong managerial and financial abilities
- Good knowledge of information systems
- Ability to interact and influence the most senior levels of an organisation and to work collaboratively across functions, levels and organization and to work collaboratively across functions, levels and departments toward shared objectives
- Excellent writing and communication skills
- Ability to work cooperatively and strategically in a team environment with all levels of professional, technical and administrative staff and to integrate resources in a timely and organized basis.
- Ability to exercise mature and objective management

- Ability to promote quality improvement activities in assigned health district
- Computer literate

3. **REPORTING RESPONSIBILITY**

The Deputy Regional Health Manager will report to the Regional Health Manager, Ministry of Health and Wellness

4. **SALARY**

Government Pay Scale 22 of \$39,206 x 1,644 -\$70,442 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Tuesday, 28th March 2023.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers