



CIRCULAR MEMORANDUM NO. 16 OF 2024

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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 – ADMINISTRATOR, PALM VIEW CENTER, WESTERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 27th March 2024

Applications are invited from suitably qualified persons to fill the position of **Administrator, Palm View Center, Western Health Region, Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE:

The Administrator (Palm View Center) is responsible for leading the development and implementation of comprehensive hospital administration projects and programmes within the Hospital. Through collaboration with all stakeholders, the Administrator (Palm View Center) provides strategic vision and leadership in planning, implementing, monitoring and evaluating relevant programmes. The incumbent is expected to develop a strategic plan that identify the strategies, programs, and timeline for all relevant initiatives.

The incumbent provides technical advice and guidance to the Regional Health Manager on matters relating to hospital administration. The Administrator (Palm View Center), prepares the annual Unit Work Plan by establishing the strategic goals to be achieved and activities to be executed, inspects, along with technical personnel facilities and recommends building or equipment modifications, prepares reports outlining achievements and challenges to keep immediate supervisor informed for decision making, to name a few.

The Administrator (Palm View Center) is expected to demonstrate experience as a professional with academic content knowledge, coupled with proven experience relating to hospital administration. The incumbent is further expected to display the communication skills required to interact with senior and junior personnel within the Hospital/Ministry, other Government Ministries and Agencies.

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PREPARES** the annual Unit Work Plan by establishing the strategic goals to be achieved and activities to be executed, in consultation with relevant officials to ensure the effective management, monitoring and evaluation, and continuous improvement in the various activities related to hospital administration.

2. **INSPECTS**, along with technical personnel facilities and recommends building or equipment modifications to ensure emergency readiness and compliance to access, safety, and sanitation regulations.
3. **CONSULTS** with medical, business, and community groups to discuss service problems, responds to community needs, enhances public relations, coordinates activities and plans, and promotes health programs.
4. **MONITORS** the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assesses the need for additional staff, equipment, and services.
5. **IDENTIFIES**, plans and supervises the maintenance of the grounds and buildings, fixtures etc., in order to ensure timely and efficient maintenance and repairs.
6. **SUPERVISES** staff and all matters related to the Medical Centre except medical and nursing, in order to ensure timeliness and efficiency of service delivery.
7. **IMPLEMENTS**, coordinates and reports activities related to Medical Centre Administration in line with the objectives of the ministry and the national strategy.
8. **PREPARES** reports outlining achievements and challenges to keep immediate supervisor informed for decision making, to enable the assessment of activities and undertakings regarding hospital administration for the formulation of recommendations for continuous improvement where necessary.
9. **REPRESENTS** the Ministry by attending conferences, forums, meetings, seminars, etc. to articulate the Ministry's policy position and to foster networking and alliances for continuous learning opportunities, sourcing assistance and collaboration to achieve goals and objectives.
10. **IDENTIFIES** and designs training and learning programmes/workshops for staff and other stakeholders by conducting research, networking and developing proposals to secure training/learning opportunities and/or specialist/technical assistance to enable continuous learning and to build an effective and highly motivated team.
11. **EVALUATES** the overall performance of the Units and sub-units and the effectiveness of current activities/programmes toward the achievement of the set goals and objectives and reorganizes existing procedures, systems programmes and/or policies and as needed to ensure organizational efficiency and effectiveness; facilitates the publicity of the work of the Unit and sub-units and its impact on the health and wellness of clients.
12. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of Mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

B. QUALIFICATION AND EXPERIENCE

Bachelors Degree in Health Care Administration, or related field.

Plus

Specialize Training in Hospital Administration and management. Specialized proficiency in the use of computer applications for electronic health records, word processing, spreadsheet development, electronic form creation and related.

Plus

At least eight (8) years' relevant experience working as an Administrator, preferably in a hospital setting. Demonstrated supervision and management experience in a health care

setting and developing human resource capacity. Have been a trusted member of a middle level management team.

C. COMPETENCIES/SKILLS

- Ability to exercise mature and sound judgement.
- Ability to communicate clearly, concisely, and accurately with all levels of staff and patients both verbally and in writing, public speaking skills and capable of making presentations.
- Knowledge and skill in administration.
- Competent in use of computers and basic computer programs such as Excel, Word, and PowerPoint.
- Ability to resolve conflict efficiently.

3. REPORTING RESPONSIBILITY

The Administrator will report to the Regional Health Manager, Western Health Region, Ministry of Health and Wellness.

4. CONDITION OF SERVICE

Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

5. SALARY

Government Pay Scale 16 of \$30,171 x 1310 -\$55,061 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 Friday, 12th April 2024.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

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