



# **CIRCULAR MEMORANDUM**

## **NO. 13 OF 2022**

**MY REF:** STAFF/GEN/13/09/22 (25)

**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 – DIRECTOR OF HOSPITAL SERVICES AND ALLIED HEALTH, MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 28<sup>th</sup> January 2022

Applications are invited from suitably qualified persons to fill the post of **Director of Hospital Services and Allied Health, Ministry of Health and Wellness**.

### **1. ACCOUNTABILITY OBJECTIVE:**

Responsible for providing leadership, strategic direction, oversight, and management of the professional, technical, and administrative functions for the Health Department in matters related to Hospital Services and Allied Health; as well as for organizing, planning, and administering all activities relating to the work of the department in contributing to the health and well-being of the nation.

### **2. DIMENSIONS OF POSITION:**

#### **A. NATURE AND SCOPE:**

The Director, Hospital Services and Allied Health is required to provide expert advice on a wide range of issues relating to the delivery of quality hospital and allied health services for the people of Belize. As one of the most senior government medical advisors, the incumbent supports the Minister of Health and Wellness and the Chief Executive Officer in ensuring that the highest standard of hospital services is provided within the nation and is required to respond to both parties, whenever necessary, on matters related to work in progress. The Officer liaises, collaborates, and consults with the Regional Health Management Teams and various Technical Advisors within the Ministry of Health and Wellness (MoHW) in ensuring that existing legislations, regulations, standards, protocols, guidelines, policies, and procedures approved by the MoHW are implemented, adhered to, monitored and evaluated to secure the efficient and effective delivery of services.

The Director, Hospital Services and Allied Health also oversees the day-to-day management of the Directorate of Hospital Services and Allied Health and ensures that there are mechanisms to increase the productivity of the human resource. The incumbent advises on disciplinary matters, appointments, promotions, and other personnel matters in regard to all professional and technical staff within the hospital services.

The incumbent supervises support staff within the Directorate for Hospital Services and Allied Health and is expected to oversee their development in all the requisite specialist areas. In addition, the incumbent is expected to foster teamwork and display the communication skills required to interact with senior and junior personnel within the Public Service, as well as representatives of outside agencies and organizations.

### 3. ANALYSIS OF POSITION

#### A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PLANS** and sets short and long-term objectives and targets to be met by the Division in order for its mandate to be carried out effectively and efficiently; spearheads the preparation of the Division's annual budget for input into the Ministry's overall budgetary process.
2. **ADVISES** the Minister and Chief Executive Officer on policy matters of a technical nature, as well as on matters pertaining to hospital services and related issues for the achievement of the Ministry's goals and objectives.
3. **RENDERS** overall supervision of professional, technical, and administrative staff in the department and supports the Deputy Director, Hospital and Allied Health and the Hospital Administrators in the performance of their duties and responsibilities when requested.
4. **DIRECTS** the implementation of the Continuous Quality Improvement Strategy developed and approved by the MoHW and oversees the development of the various hospitals' annual plans; monitors, measures, supervises and evaluates the implementation of such plans to make sure that they are in line with the national strategic plans.
5. **DIRECTS** hospital and allied health services within community and regional hospitals and ensures that services are delivered in an efficient and customer-oriented focus; participates actively in the tendering committee and tendering process to ensure oversight over this function.
6. **DIRECTS** the development and management of the fiscal budget and finances for the operations of all hospitals and ensures the effective and efficient financial management and accounting for all hospital services.
7. **ADMINISTERS** the efficient management of health resources by supervising the receipt, storage and distribution of donations assigned for hospitals in liaison with the MoHW Chief Executive Officer and Finance Officer; oversees the development and implementation of a mechanism for the proper management, supervision and preventive maintenance of medical equipment and infrastructure.
8. **ENSURES** the functioning of the district health services team (primary care and hospitals) at local level and that all hospital employees comply with existing laws, regulations, standards, and policies and procedures set out by MoHW.
9. **INITIATES** research into health problems and ensures that results are applied to solution of problems.
10. **CONDUCTS** environmental rounds with regional health management and hospital team to evaluate health services/care delivery in hospitals and to make sure that environmental standards are maintained in accordance with Public Health Laws.
11. **ENSURES** that hospital response plans for natural and man-made disasters, mass casualty, fire, communicable disease outbreaks are developed and efficiently implemented and evaluated; oversees the development and implementation of hospital-based surveillance systems.
12. **FACILITATES** the empowerment of patients to actively participate in their recovery and/or maintenance of good health and ensures the continuum of care of patients served using the electronic medical record within the Belize Health Information System (BHIS).
13. **PREPARES** and submits annual plans detailing work for the ensuing month, quarterly reports on work accomplished, or other relevant report to the Chief Executive Officer.
14. **ENSURES** the development and implementation of mechanisms to increase the human resource productivity by making sure that a structured Orientation Program is in place for all new entrants into a hospital, and that continuing in-service education program are developed and efficiently implemented for all existing staff; advises on disciplinary

matters, appointments, promotions, and other personnel matters in regard to all professional and technical staff in the hospital services.

15. **COLLABORATES** with stakeholders delivering private health care/services to ensure that Public Health Laws are adhered to and with academia in hospital settings on matters pertaining to scholarships, internship, medical school, nursing school and health allied professions, etc.
16. **CONDUCTS** the annual encounter with hospital teams for evaluation and planning purposes and facilitates effective communication between the different levels of care within hospitals.
17. **REPRESENTS** the Ministry on boards (including the Karl Heusner Memorial Hospital Board), committees, working groups, task forces, etc. and at meetings, national and international conferences, workshops, seminars, and other fora on matters related to the functional areas.
18. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate; develops succession planning for hospital-based professionals.

## **B. QUALIFICATION AND EXPERIENCE**

Recognized Master's Degree in Public Health, Medicine, Health Administration, Health Systems/Services Management, Medical Specialty or related field and must be a Registered Medical Practitioner with the Medical Council of Belize. Educational certification in Business Administration would be considered an asset.

### **Plus**

At least Eight (8) years' post degree experience working at the management level or being in a position of responsible charge in a medium to large scale health care organization or health setting. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

## **C. COMPETENCIES/SKILLS**

- Knowledge of existing health legislations, established hospital and sector policies, procedures, regulations objectives, and health standards.
- Extensive knowledge of the Belize Constitution (Public Service Regulations), Financial and Stores Orders, and comprehensive knowledge of government and administrative procedures, rules, and regulations with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration.
- Must demonstrate impartiality and clear decisiveness in making decisions, soundness of judgement and clarity in issuing directives.
- Must possess strong analytical and evaluative skills and the ability to identify politically sensitive issues.
- Must be able to communicate effectively both written and orally.
- Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

## **4. REPORTING RESPONSIBILITY**

The Director of Hospital Services and Allied Health will report to the Chief Executive Officer, Ministry of Health and Wellness

## **5. SALARY**

Government Pay Scale 25 of \$42,862 x 1480 - \$70,982 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 Monday, 14<sup>th</sup> February 2022.



**ROLANDO ZETINA (MR.)**  
**CHIEF EXECUTIVE OFFICER**

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