



**REPUBLIC OF LIBERIA  
MINISTRY OF HEALTH**

**Reference #:** JFK/JV/03/DCEOMS/2017

**Released: May 4, 2018**

**RE-ADVERTISED- JOB VACANCY**

**JOB TITLE: Deputy Chief Executive Officer for Medical Services  
JFKMC**

**Summary of Job Description**

The Deputy Chief Executive Officer for Health Service (DCEOHS) is a clinician appointed by the Board of Directors and directly supervised by the Chief Executive Officer. S/he is vested with the responsibility and authority for the functioning of the clinical services of the Center and must carefully supervise the clinical services in all departments of the Center. He is also the Associate Dean of the Medical College, UL and therefore responsible to coordinate training for medical students as well as interns and residents. In addition, s/he is the principal advisor to the CEO on all medical issues, and programs pertinent to the provision of medical services of JFK Memorial, Liberia-Japanese Friendship Maternity Hospital and Catherine Mills Rehabilitation Center (currently E.S. Grant Hospital).

**Board related functions:**

1. Direct and coordinate all clinical and related activities at the Medical Center.
2. Ensure that staff complies with existing laws, regulations, standards, policies, and procedures set out by the Ministry of Health and the Board.
3. Assist the CEO to mobilize resources to support the operations of all departments of the institution.

**Planning and Budgeting**

1. Develop organizational plans to carry out activities within budgetary limitations.
2. Develop annual plans, short-term goals and objectives for the Center.
3. Coordinate the strategic plan, implementation, monitoring, and evaluation of hospital annual plan in line with the Strategic Improvement Plan.
4. Collaborate with other senior health professionals in management to review, investigate, develop and/or implement the necessary systems process improvements as they relate to health service delivery.
5. Develop and implement in collaboration with HR department medical staff recruitment plan annually.
6. Lead the setting up of an emergency and disaster response plan for the Center, including mass casualty events
7. Coordinate the training program of the Medical School and the Post graduate residency program

**Medical, Clinical and Teaching functions**

1. Ensure that health care services are delivered in a timely fashion and with a patient-oriented focus.
2. Establish standards of medical service and clinical protocols.
3. Develop SOPs, hospital formulary, guidelines and policy to guide performance and efficient delivery of clinical services at all JFK facilities
4. Advise the CEO on medical matters.
5. Develop new medical programs to improve the provision of specialized clinical services to the population e.g.: cancer care, infectious disease program, etc.

6. Initiate and direct medical staff meetings relative to administrative and medical matters, and for instructional purposes
7. Ensure that a mass casualty response plan is in place for the Center.
8. Act as a consultant in area of specialty for unusual and difficult cases and also advise clinical staff on various clinical problems.
9. Coordinate the teaching of medical students, residents, interns, and other clinicians within the Center.
10. Serve as faculty of the medical school and of the post graduate medical residency program.
11. Ensure the timely procurement and efficient management of drugs, medical supplies and equipment for the hospital.

### **Research**

1. Establish and implement an evidence-based research agenda on new clinical developments and practice.
2. Establish and lead research grant writing committee in all clinical departments
3. Coordinate all research activities of the center. Help to foster medical and operational research activities to create new knowledge and information to improve medical practices at the Center and internationally.
4. Review all medical reports released for publication under the name of the Center

### **Personnel Management and Development**

1. Coordinate with HR department to recruit and appropriately remunerate clinicians, especially specialized medical doctors providing tertiary clinical services.
2. Ensure the development and implementation of mechanisms to increase the HR productivity within the Center.
3. Institute mechanisms to monitor and evaluate the performance of medical doctors and other clinicians eg: Maternal death audits, Neonatal death audits etc
4. Ensure that all clinicians, including full time, part-time and consultants employees working with the JFK Center are certified and licensed to practice medicine in the Republic of Liberia.
5. Recommend appointments, promotions and transfer of physicians and other medical supervisory personnel

### **Qualifications**

#### Academic

- Medical Doctor with post-graduate specialization

#### Experience

- At least five years of clinical practice with experience serving as head of a referral hospital or as head of a medical faculty within a referral and teaching hospital.

#### Competencies

- Knowledge
  - Knowledgeable of and upholds regulations, established hospital and section policies and procedures, and objectives and health standards.
  - Thorough understanding of Liberian public health system and policies.
  - In depth knowledge of secondary and tertiary care.
  - Good working knowledge of national governance system, with respect to regulatory and policy environment, etc.
- Skills
  - Advanced clinical skills
  - Clinical research and research planning
  - Systems building and management
  - Recruiting, supervising, and evaluating performance of staff
  - Strategic and innovative thinker with proven ability to communicate a vision and drive results
- Behavior
  - Motivational
  - Open communication and responsiveness

- Team-building and dialogue
- Ability to work under pressure
- Results-oriented
- Collaboration internally and externally

Interested candidate may obtain further information from the address below and deliver their application (EOI) written in English, enclosed in an envelope clearly marked: **“JOB Vacancy Deputy Chief Executive Officer for Medical Services JFKMC “Ref: JFK/JV/03/DCEOMS/017 and drop** in the tender box situated on the ground floor of MOH or electronically transmitted by the deadline specified below to: [proumohsw@gmail.com](mailto:proumohsw@gmail.com) no later than **Friday, 18 TH May 2018 @ 2:00 PM/ 14: 00 GMT.**

The Application must be addressed to:

Chairman of the Board  
J.F. K Medical Center  
Ministry of Health  
Congo Town, or via email: [proumohsw@gmail.com](mailto:proumohsw@gmail.com)

Signed by: \_\_\_\_\_  
**Director of Procurement**

Approved by: \_\_\_\_\_  
**Deputy Minister for Admin.**