

# **Position: Chief Executive Officer of the Jackson F. Doe Regional Referral Hospital.**

**Reports to:** Board of Directors

**Position:** The CEO serves as a strategic visionary and influential leader with the skills, passion and commitment to advance transformative change in support of Jackson F. Doe Memorial Regional Referral Hospital. The CEO consistently demonstrates the key moral commitments, ethical principles, values and philosophy of the Institution, with a deep commitment to corporate intelligence, leadership and an innovative spirit, collaborative orientation, & excellent conceptual abilities. He / She must demonstrate superior management skills, and possess the financial expertise and leadership to coordinate all activities consistent with the strategic goal to ensure sustainable growth and development of the entity.

- Maintain contemporary knowledge to foster development in all phases of hospital and clinic administration
- Build strategy with team to create new markets as needed, based on the needs of the community and ensure the viability of existing services
- Provide leadership to all personnel, the Board of Directors, and keep all informed of changes within the system
- Conduct regular meetings with top management (CMO, Chief Administrator, Co) with the sole objective of asserting current and future developments emanating specifically from the two departments (Medical & Administration) and develop action plan to remedy any potential problems.
- Enforce all rules and regulations for the proper conduct of the JFD Hospital and its purposes as may be necessary for the proper admission, care, safety and discharge of patients.

## **Professionalism:**

- Attend all meetings of the Board of Directors and County Health as required
- Hold personnel accountable by overseeing compliance to the Ministry of Health's annual performance appraisal process, ensure the development of performance improvement plans to correct behaviors as needed

- Ensure compliance to the rules of accrediting bodies regarding licensure and other regulations
- Encourage the integration of the hospital with the community by communicating effectively and regularly
- Initiate, develop and maintain cooperative relationships with the business community and other local healthcare providers
- Ensure the promotion of health awareness in the community by making frequent visits to the business community and special interest groups to promote hospital and clinical services

### **Strengthening Infrastructure and Operations**

- Ensure the delivery of timely and high quality health care services while managing for current and future growth.
- Oversee the financial management of the organization, including long and short range financial planning to assure sustainability; increase funding from public and private sources and strengthen internal revenue; ensure financial controls and in consultation with the Advisory Board, present an annual budget to the Minister of Finance for approval.
- Provide regular budget statements and forecast analyses to the Ministry of Health and other stakeholders as required.
- Develop a skilled, knowledgeable, and diverse workforce capable of attaining short and long-term goals per defined strategies.
- Support and motivate the staff; facilitate cross-department collaboration and strengthen internal communications with staff throughout the hospital.
- Create and promote a diverse workforce and a positive environment that supports consistency throughout the hospital's operations.
- Develop high quality business strategies and ensure that they aligned with short-term and long-term objectives

### **Strategic Vision and Leadership**

- Oversee the administration and management of JFD to meet the Goal and mission of the hospital.
- Cultivate a strong and transparent relationship with the Advisory Board of the Hospital, Ministry Of Health, and the legislative Committees on health to meet the obligations and effective

governance of the JFD as defined in the policy regulatory frame work document of JFD and Ministry of Health policy on hospitals.

- Establish and direct the Hospital's annual strategic agenda; coordinate the development of new initiatives.
- Provide organizational leadership and guide senior managers responsible for departmental activities toward attainment of strategic goals and objectives.
- Develop and maintain positive relationships and active communication with stakeholders and partners to meet the strategy objective of the Hospital.
- Hire and retain qualified staff excluding Chief Administrator, Chief Medical officer, and Chief Financial officer who are appointed by the Minister of Health.

### **Organizational Development**

- Serves as the main spokesperson for the organization through media releases, conference presentations, town hall meetings, seminars and other opportunities for communicating the activities, goals, and successes of JFD Hospital locally, nationally, and Internationally.
- Increase and encourage employee opportunities for development and advancement.
- Promote awareness of the need for healthcare and Community engagement in order to build a more educated public.

### **Program Development**

- Assure well-planned and timely delivery of programs through new and existing staff and external partnerships.
- Ensure the development and implementation of standardized policies, procedures, and plans to provide consistent guidance to staff consistent with the goals and objective of the hospital.
- Enforce adherence to PFM, PPCC and other national policy guidelines, and in-house policies to maintain full compliance and business ethics.
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders

- Analyze challenging situations and occurrences and provide solutions to ensure hospital survival and growth.

**Qualifications:**

- Minimum MBA/MPH/MS/MSN/MA or a related advanced degree
- At least 10 - 20 years of overall professional experience
- Thorough knowledge of the healthcare industry with proven leadership experience
- Prior experience with public, private or non-governmental organizations
- Significant experience working with a Board
- Advanced knowledge of financial management practices and budgeting processes

**To apply:** Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to **James Beyan, Director of Human Resources** The job title of “CEO” should be in the subject line of the email [proumohsw@gmail.com](mailto:proumohsw@gmail.com).

**Deadline for Application: May 5, 2021 @2:00 PM / 1400 GMT**

A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter.