Okhaldhunga Community Hospital

Job Description for Hospital Director

Title: Hospital Director

Level: 11/12

Location: Okhaldhunga Community Hospital

**Purpose:** The hospital Director is to provide over all leadership over the executive, administrative, strategic direction and planning at the hospital. He/she will be the liaison person with Nepal Government, Community leaders, other local NGOs/INGOs and with UMN Hospital Services Office.

**Required academic qualification:**

**Master’s degree in hospital management with at least three years’ experience in hospital management. Or PG diploma in hospital management with at least five years’ experience in hospital management. MD/MS with degree/Diploma in Hospital Management and at least one-year experience of working in the hospital at leadership level.**

**Professional Competence:**

* An experienced administrator and be able to encourage, motivate, train and demonstrate servant leadership. It is essential that the person agrees with UMN Hospital’s values and vision and is of high personal integrity and honesty.
* Having a sound knowledge in planning, budgeting, evaluation and reporting of hospital and Public Health Unit. Experience in Financial Management and accounting system is an added asset.
* Ability to relate with Board, IMC, the government officials, Community leaders, donors, NGOs/INGOs and other people, effectively and comfortably.
* Sound knowledge in Proposal writing, reporting and donor relation.
* Competent in communication in both English and Nepali (both written and spoken).
* Ability to work in demanding work and meet deadlines.
* Ability to work in multicultural environment.
* Good interpersonal and public relation skills
* Good knowledge about the government policy.
* Basic computer skill- Word, Excel and Power point

**Main Duties:**

* 1. Provide over all leadership over the executive, administrative, strategic direction and planning at the hospital.
  2. Planning, budgeting, implementation and evaluation of program at the project level.
  3. Liaising with Donors/Supporters.
  4. Liaising with Board, Nepal Government/Community leaders/NGOs/INGOs and other stakeholders.
  5. Liaising with UMN Hospital Services Director.
  6. Executive Management of the hospital and public health unit.
  7. Supervision of the training of the staff.
  8. Other Duties as required.

**Specific Tasks under main Duties:**

**Planning:**

1. Prepare Annual Plans/Long-Term Plan and Strategic Plans and review annually.
2. Work with the medical coordinator, administrative officer/Business Manager and Public Health Unit In-Charge in preparation of Annual Financial Statements, annual and Long-term plan and Budgets.

**Liaising with Donors/Supporters:**

1. Provide appropriate reports, proposals and other documents for the donors and supporters. Prepared project proposal as required.

**Liaising with Nepal Government/Community Leaders/Local NGOs/INGOs:**

1. Coordinate and organize regular briefing meeting as required and disseminate information to the community.
2. Coordinate regular contact with CDO and other local officials as required.
3. Oversee the regular provision of reports, statistics and plan as required and as practicable to concerned stakeholders.
4. Attend (or send appropriate representative to) appropriate meetings.

**Liaising with Hospital Services Office/UMN:**

1. Maintain regular contact with Hospital services Office and deal with correspondence appropriately. Particularly liaise with HS Director in discussion of future directions and provisions of medical staff.
2. Liaise with other network hospitals as required.
3. Be a member of Leadership Team-Hospital (LT-H) and represent OCH as required to other meetings.

**Administration:**

1. Coordinate and chair the Hospital Internal Management Committee Meeting and send the minutes to HS director regularly.
2. Financial Management in cooperation with Business Manager, check monthly financial statements, Bank Reconciliation (as per control check sheet) and review authorize and sign appropriate financial claims and documents. This will include involvement in Annual Audit of project. Send monthly financial statement and report to HS director.
3. Oversee the Medical Charity in cooperation with Medical Charity Committee/Pastoral Care Department.
4. Human Resource Management- Recruitment of staff, hiring, firing, promotion/demotion, deputation under the PoE of OCH.
5. Communicate with the hospital staff or various level decisions.

**Supervision and training of the staff:**

1. Supervise and encourage in their work to Business Manager, Medical Coordinator, Nursing Superintendent, Public Health Unit In-Charge and Public relation officer. Regular informal and annual formal evaluation, including annual performance review of personnel who are under direct supervision. Oversee the annual performance review of the staff members by their respective supervisors.
2. Oversee the skill development plans of staff and render assistance in any technical help required for the staff development.
3. Prepare job-description to all staff.
4. Ensure that the staff members understand the value, tradition. And vision of hospital.
5. Encourage staff members to feel responsible and ownership to the hospital.