



# CIRCULAR MEMORANDUM NO. 12 OF 2023

**MY REF:** STAFF/GEN/13/09/23 (20) Vol. III

**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 – REGIONAL HEALTH MANAGER, NORTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 14<sup>th</sup> March 2023

Applications are invited from suitably qualified persons to fill the post of **Regional Health Manager, Northern Health Region, Ministry of Health and Wellness.**

## **1. ACCOUNTABILITY OBJECTIVE:**

The Regional Health Manager is accountable for public health service delivery, as well as the financial, administrative, technical and support services of the assigned region. This position is accountable to the Director of Public Health and Wellness. This position collaborates and consults with the Regional Health Management Teams and Technical Advisors of the Ministry of Health and Wellness in ensuring legislations, regulations, standards, protocols, guidelines and policies and procedures approved by the Ministry are implemented and evaluated. The Regional Health Manager ensures that complaints, issues, claims emanating from patient care and or health services delivery are investigated, reviewed and resolved in a timely and efficient manner. The Regional Health Manager is responsible for the Deputy Regional Health Manager, the hospital and clinic administrators. He/she plans, directs, supervises monitor and evaluates health services and health care for the respective health region.

## **2. ANALYSIS OF POSITION**

### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. UPHOLDS** regulations, established hospital and section policies and procedures, objectives and health standards.
- 2. ENSURES** that all levels of employees comply with existing laws, regulations, standards, policies and procedures set out by the Ministry of Health and Wellness.
- 3. DEVELOPS**, reviews, implements and evaluates annual plans, short term goals and objectives for assigned health regions.
- 4. DEVELOPS** and manages fiscal budget and finances relating to the operation of the region.
- 5. COORDINATES** the strategic planning, implementation, monitoring and evaluation of hospital annual plans in line with the National Strategic Plan.

6. **ENSURES** that health care services are delivered in an efficient and customer-oriented focus.
7. **OVERSEES** the administration of regional and community-based health services.
8. **ENSURES** the development and implementation of mechanisms to increase the human resource productivity within the region.
9. **OVERSEES** the effective and efficient financial management and accounting for the assigned health region.
10. **STEERS** the implementation of Quality improvement programs developed and approved by the Ministry of Health and Wellness.
11. **COLLABORATES** with regional health management team in management to review, investigate, develop and/or implement the necessary systems, process improvement as they relate to health services/care delivery.
12. **ACTS** as first reporting officer for Deputy Regional Health Manager, Hospital Administrator, Senior Public Health Inspector and clinic administrators.
13. **ENSURES** that a structured orientation program is in place for all new employees, and ensures continuing in-service educational programs are developed and efficiently implemented.
14. **PARTICIPATES** in environmental rounds with regional health management team to evaluate health services health services/care delivery of assigned health region.
15. **ENSURES** efficient and effective management of health resources.
16. **SUPERVISES** the receipt, storage and distribution of donations for their assigned health region.
17. **ENSURES** that environmental standards are maintained in accordance with Public Health Law.
18. **ENSURES** a mechanism is in place for proper management, supervision and preventative maintenance of medical equipment and health facilities.
19. **ENSURES** that regional response plans for natural and man-made disasters, mass casualty, fire, communicable disease outbreaks are developed, efficiently implemented and evaluated.
20. **REPRESENTS** the region in meetings, workshops, seminars to build capacity for efficient execution of duties and responsibilities for employees of assigned health regions.
21. **PREPARES** and submits timely quarterly and annual reports to the Director of Public Health and Wellness.
22. **COORDINATES** with external partners delivering private health care/services to ensure compliance with Public Health Laws.

## **B. QUALIFICATION AND EXPERIENCE**

Recognized Master's Degree in Public Health Administration, Health Systems Management or equivalent.

and

A minimum of five (5) years' experience in health administration, finance and human resources management. Work experience in a health care organization would be an asset.

**C. COMPETENCIES/SKILLS**

- Effective leadership skills
- Ability to communicate clearly, concisely, and accurately with all levels of health personnel both within and outside of the health care delivery/health administration
- Thorough knowledge and skill in health systems and service delivery/health administration
- Demonstrate continuing self-development in public health management

**3. REPORTING RESPONSIBILITY**

The Regional Health Manager will report to the Director of Public Health and Wellness, Ministry of Health and Wellness.

**4. SALARY**

Government Pay Scale 23 of \$40,615 x 1,644 -\$71,851 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 Tuesday, 28<sup>th</sup> March 2023.



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

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