Position Description
Director of Administration

Organization:

ECWA Hospital Egbe, a division of ECWA (Evangelical Churches of Western Africa), is a rural hospital located in Egbe, Kogi State, Nigeria, established in 1952. As a 121-bed, multi-service facility, the hospital complex is comprised of approximately 33 acres with 68 buildings, and a staff of around 100. The complex includes outpatient/inpatient wards, operating theatre, maternity, laboratory, pharmacy, eye clinic, HIV/Aids clinic, Schools of Nursing and Midwifery, administration, and maintenance facility. It is accredited by the National Postgraduate Medical College of Nigeria and the West African College of Physicians for the Family Medicine Residency Program. In 2011, the hospital served 15,487 outpatients, 1,572 inpatients, and performed 380 deliveries and 440 operations.

The hospital is currently undergoing revitalization, with major improvements to its infrastructure, medical equipment, systems and procedures. We are seeking experienced leaders who will work together to revitalize and lead the hospital into the future.

The Hospital’s MISSION is to:

- Glorify God through provision of holistic health care services with the intent and purpose of advancing the Kingdom of God through excellent patient care and the demonstration of the Christ-like lives of its staff.

The Hospital’s VISION is:

- As a multi-service facility, to provide emergency/intensive care services, general medical, surgical, and maternity services, eye care and diagnostic services, comprehensive HIV/AIDS prevention care and support services, TB DOTS services, nursing care, and pharmaceutical care services.
- To offer a consolidated family medicine, nurse, and midwifery training center within a well maintained and clean environment with up-to-date equipment that makes ECWA Hospital Egbe a first choice hospital in the five neighboring states because of prompt and excellent services.
- To be one of the first three residency programs in Nigeria with well trained and motivated staff providing patient-centered services with the commitment to glorifying God in her works.

Position:

Reporting to the Medical Director, the Director of Administration will be responsible for the functional decision making processes necessary for the successful attainment of the hospital’s mission; and be responsible for the hospital’s day-to-day operating and administrative activities. The Director of Administration will maintain an awareness of changes in healthcare matters that could have an impact
on the success of the hospital, and work closely with the hospital accountant/bookkeeper in preparing accurate financials for presentation and audit. The Director of Administration will oversee the daily operations impacting administration, technology, evangelism, facilities management and financial development. As the primary public relations officer, the Director of Administration will ensure effective communication is occurring with government officials, the community, ECWA, SIM, and other partners and stakeholders. The Director of Administration will organize and facilitate recurring staff, board, and community meetings.

Responsibilities:

In consultation with the Medical Director:

- Inspire hospital to excel in all they do, providing strong leadership, ensuring accountability of all staff and service areas, delegating as required to meet objectives
- Work closely with the accountant to evaluate, monitor, and help upgrade internal control systems within the hospital
- Develop and direct execution of operating and administrative policies to support overall hospital mission and vision
- Direct short-term and long range planning and budget development to support the hospital’s business goals
- Act as signatory of hospital bank accounts and other official documents
- Obtain reports across the sectional heads in relation to activities and internal control system of the hospital
- Oversee preparation of agenda and materials for Board and other medical staff committees
- Organize and maintain an effective donor contact list and system of regular contact with donors to make known the successes and needs of the hospital
- Ensure that the reporting requirements of ECWA/SIM and donor or partner organizations are met
- Oversee the preparation of an annual budget and reporting requirements for donor or partner organizations, ensuring that accurate financial reporting mechanisms are carried out; ensure that budgets are set, tracked and expenditure is kept within budget, working with the accountant and reporting regularly to the Medical Director
- Supervise the Maintenance Manager in overseeing the maintenance of the hospital’s land, buildings, infrastructure, electricity, water system, and vehicles given the available human and financial resources
- Ensure adequate security measures are in place for the complex through the Maintenance Manager and Security Supervisor
- Ensure proper and adequate maintenance and use of medical records with the Medical Records Department
- Ensure accurate statistical data recording and reporting
- Assess and communicate recommendation for utilization of space, space needs, equipment, personnel and other resources as needed
- Work with the pharmacists and others to ensure that all needed supplies for the hospital are ordered and delivered in a timely manner
- Be accountable for any consignment from overseas and the document to be jointly signed with the department receiving the goods
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- Initiate/facilitate cooperation with hospital delegates, churches, community leaders and government representatives
- Serve as liaison with all external parties and institutions, including public, governmental and mission entities
- Organize orientation and training programme for hospital staff; facilitate teamwork among hospital staff, within the complex, and with external parties; initiate/facilitate the development of leadership in the hospital through discipleship and mentorship
- Oversee human resources and personnel policies and procedures
- Give pastoral and spiritual guidance to the hospital staff to encourage their spiritual and intellectual growth
- Ensure that chaplaincy services and spiritual outreach opportunities are available to patients and staff. Work with local church leaders to facilitate partnerships in expanding gospel ministries in and around Egbe
- Uphold the mission and vision of the hospital

Qualifications:

- Must have a minimum Bachelor's Degree in Administration from an accredited university recognized in Nigeria; evidence of related professional qualifications and/or registration with a national organization such as ICAN/ANA beneficial.
- Minimum of 5 years enterprise management experience in related health care environment
- Must be proficient in written and verbal communication skills
- Able to establish and maintain effective working relationships with hospital staff and community
- Able to maintain confidential information concerning personal, financial or medical matters
- Background in management and administration is critical
- Holds to the beliefs and faith of the Evangelical Churches of West Africa

To Apply: Send CV with minimum of 3 references and required documents to the Hospital Secretary at: ecwahospitalegbe@yahoo.com