

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. As a 121-bed, multi-service facility, the hospital complex is comprised of approximately 33 acres with 68 buildings, and a staff of 69. The complex includes outpatient/inpatient wards, operating theatre, maternity, laboratory, pharmacy, eye clinic, NIV/Aids clinic, nursing and midwifery schools, administration, maintenance facility, library, internet café and staff housing. In 2009, the hospital served 15,565 outpatients, 1,845 inpatients, and performed 305 deliveries and 398 operations.

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 Chief Medical Officer, 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 represent the hospital in legal matters and ensure effective communication is occurring with government officials, the

hospital, the community, ECWA and SIM (Serving in Missions) personnel. The Director of Administration will organize and facilitate recurring staff, board, and community meetings.

Responsibilities:

In consultation with the Chief Medical Officer:

- 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
- Establish internal control systems for the Pharmacy, Maintenance Department, and Accounts and Billing system
- 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 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, reporting regularly to the Chief Medical Officer
- Supervise the Maintenance Manager in overseeing the maintenance of the hospital's vehicles and infrastructure given the available human and financial resources
- 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
- 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; initiate/facilitate the development of leadership in the hospital through discipleship and mentorship
- 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

Qualifications:

- Holds to the beliefs and faith of the Evangelical Churches of West Africa
- 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
- Bachelor's Degree in Accounting or Finance from accredited institution recognized in Nigeria is preferred

To Apply: Please e-mail resume to egbehospital@gmail.com