



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE CHIEF EXECUTIVE OFFICER	2. DIVISION HEAD OFFICE	3. DEPARTMENT OFFICE OF THE CHIEF EXECUTIVE OFFICER
4. ORGANISATIONAL RELATIONSHIP The Chief Executive Officer will report to the Chairman, Board of Directors.	5. NATURE & SCOPE The Chief Executive Officer (CEO) will be instrumental in providing leadership to drive strategic initiatives, ensure operational excellence, maintain financial stability, and oversee the implementation of healthcare policies and programmes. The CEO will play a key role in fostering a culture of innovation and collaboration within the ERHA, ensuring the delivery of high-quality healthcare services.	
6. SPECIFIC ACCOUNTABILITIES The Chief Executive Officer: <ul style="list-style-type: none"> ❑ Collaborates with the Board of Directors to align organisational goals with stakeholder expectations. ❑ Develops and implements the strategic direction of the Regional Health Authority in alignment with its mission, vision and goals. This involves setting priorities, making decisions about resource allocation and ensuring that the organisation is effectively meeting the healthcare needs of the region. ❑ Serves as the public face of the Regional Health Authority, communicating with the media, government officials and the community to promote transparency, accountability and trust in the organisation's leadership and operations. ❑ Upholds high ethical standards in all aspects of decision-making and behaviour, ensuring that the Regional Health Authority operates with integrity and in the best interests of patients, staff and the community. ❑ Demonstrates fiscal prudence and accountability to the Board of Directors and ensure appropriate systems and structures are in place for the effective management and control of the Authority and its resources. ❑ Determines corporate policies and operational plans for the Regional Health Authority's services, based on objective health needs assessment, within the guidelines of national policy. ❑ Accountable for all operational activities of the Regional Health Authority by ensuring the desired results are consistent with the overall strategic direction of the Authority. ❑ Reviews and approves annual reports for the Ministry of Health in keeping with the key performance indicators identified for the Regional Health Authority in accordance with the Annual Service Agreement. ❑ Identifies and mitigate risks to the organisation, including legal, regulatory and reputational risks and ensure compliance with relevant laws, regulations and standards. ❑ Ensures that all activities are met and integrated with organisational requirements for quality management, health and safety, legal stipulations and environmental policies. ❑ Oversees and ensures appropriate systems and structures are in place for the effective management and control of the Authority's human resources. ❑ Builds and maintains relationships with government agencies, community organisations, healthcare providers and other stakeholders to foster collaboration and support for the RHA's mission and initiatives. ❑ Reviews and evaluates operational performance to initiate appropriate corrective action for the achievement of defined performance targets. ❑ Ensures effective communication within the Regional Health Authority, to facilitate staff and public awareness of the policies, strategies and targets of the Regional Health Authority. ❑ Promotes a culture of continuous quality improvement throughout the organisation, ensuring that 		

healthcare services are delivered safely, effectively and in accordance with best practices and regulatory requirements.

- ❑ Develops, recommends and foster the values, culture and philosophy of the Authority including the promotion of a good corporate image.
- ❑ Performs related duties as assigned by the Board of Directors.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Ability to lead strategic planning initiative.
- ❑ Strong leadership skills to bring about organisational change and operational excellence.
- ❑ Strong communication skills, both oral and written
- ❑ Financial Management
- ❑ Strategic Decision Making
- ❑ Change Management Skills
- ❑ People Management Skills
- ❑ Critical Thinking and Problem-Solving Skills
- ❑ Ethical Leadership
- ❑ Knowledge of the Health Industry
- ❑ Resilience
- ❑ Adaptability
- ❑ Strong Negotiation Skills
- ❑ Good knowledge of the regulatory and legal framework
- ❑ Healthcare Policy and Program Implementation
- ❑ Build and maintain strong relationships with key stakeholders, including but not limited to government officials, healthcare professionals, support staff, patients and community leaders
- ❑ Ensure that performance metrics are communicated to all levels of the organisation and used to drive continuous improvement.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Post-graduate qualifications in Health Sector Management/Public Health Management/Health Administration or any other related qualifications.
- ❑ At least ten (10) years Management and Healthcare experience of which five (5) years spent at a senior executive level.

9. SUPERVISORY RESPONSIBILITIES

- ❑ Director of Health
- ❑ Chief Operations Officer
- ❑ Medical Director
- ❑ General Manager-Finance
- ❑ General Manager-Human Resources
- ❑ General Manager-Operations
- ❑ General Manager-Legal and Corporate Affairs
- ❑ General Manager-Quality and Risk Management
- ❑ General Manager-Nursing
- ❑ Manager-Corporate Communications
- ❑ Manager-Occupational Safety and Health
- ❑ Disaster Preparedness Coordinator

10. COMMUNICATION AND WORKING RELATIONSHIP

- ❑ Chairman and the Board of Directors
- ❑ Ministry of Health
- ❑ Chief Executive Officers in other Regional Health Authorities
- ❑ Members of the Management Executive Team
- ❑ All other Stakeholders