

Vacancy: Interim Hospital Administrator

The Lion Heart Foundation (LHF) is seeking a Hospital Administrator for the Lion Heart Medical Centre (LHMC) in Yele, Sierra Leone.

LHMC

The LHMC is a NGO hospital, situated in Yele in the rural district of Tonkolili in the Northern Province of Sierra Leone.

The clinic started in 2010 as a first aid clinic and gradually expanded to its present size. At the moment it consists of an Outpatient Clinic, an inpatient clinic, for children and adults, an operating theatre, a separate X-ray department, laboratory facility, a maternity ward and a newly built isolation ward. The hospital has approximately 70 beds. An outreach program for Primary Healthcare is facilitated.

At present, the staff consist of 1 medical superintendent, 1 medical officer (both expats), 1 facility manager (also expat), 4 clinical health officers, 2 state enrolled registered nurses, 1 accountant, 1 cashier and approximately 50 others such as nursing aides, drivers, cleaners etc., all locals. Our planned administrative model is that the Medical Superintendent and the Hospital Administrator (new role) together will be responsible for the day-to-day operation of the hospital. Both will be reporting to the LHF Board with the Medical Superintendent bearing the ultimate responsibility in decision making.

The hospital is a project of the INGO Lion Heart Foundation (LHF). The INGO Country Director has the overall responsibility for the strategic leadership and direction of the INGO LHF in Sierra Leone.

After years of expansion of the hospital, the Board of LHF has developed the objectives and strategy for the upcoming years in close collaboration with the local people. Key will be to secure continuity of what has been established in Yele. The prime objective is to further develop a future proof hospital.

To achieve this the heart of the strategy is **'transition to sustainability'**: *continue to develop organizational strengths by further enhancing staff skills and competences based on gradually transferring certain responsibilities towards staff.* The long term goal is to become less dependent of individual persons (expats) as well as to transfer expat leadership towards local leadership eventually. In order to reach above-mentioned objectives the focus is on education of the local staff and recruitment of senior staff for the management of the hospital.

Job description

The Interim Hospital Administrator (HA) will provide organisational and administrative support to ensure the efficient running of the LHMC. The HA and medical superintendent together will be responsible for the day-to-day operation of the hospital. Both will be reporting to the board of LHF in The Netherlands with the superintendent bearing the ultimate responsibility in decision making

Key activity areas will be financial management, HR support, communication and coordination, logistics and process- and quality management. Other tasks may be assigned as necessary according to organisational needs. The ultimate goal of the interim hospital administrator is to

establish in 1-3 years an efficient hospital administration consisting of preferably local employees and handover his or her tasks to a Sierra Leonean who will take over his/her job.

Healthcare Administrator responsibilities include:

- Prepare budget proposals and monitor actual expenditure versus budgets
- prepare reports for internal and external users
- monitor cash flows and prepare cash calls for LHF based upon cash flow projections
- Maintain medical and staff records
- Track medical and office supplies stock
- Update patient health records, including admissions and insurance data
- Create work schedules for staff members
- Keep records of expenses and suggest ways to minimize costs
- Answer queries from doctors, nurses and patients
- Liaise with medical staff to identify efficiencies in the facility's operations
- Ensure compliance with current healthcare regulations
- Coach, train and delegate tasks to local personnel for example create an efficient financial, HR and logistic management

Requirements

- Bachelor degree in Healthcare Administration or Business Administration, with a qualification in healthcare; or a bachelor degree in public health with shown interest in HR and finance
- Proven work experience as a (Healthcare Administrator, or relevant role)
- Understanding the context- or work experience in a low-resource setting
- Knowledge of healthcare regulations and medical law
- Understanding of medical terminology
- Experience with administrative and accounting procedures
- Familiarity with databases and spread sheets (especially MS Excel)
- Strong organizational and time-management skills
- Initiating and leadership abilities
- Communication skills with a problem-solving attitude
- Excellent coaching skills
- Lenient attitude
- Adaptable

Benefits

The salary will be based upon the experience and qualities of the applicant taking into account working for an aid based non-for profit organization.

There are good fringe benefits.

Applicants are invited to send their CV and motivation by email to info@lion-heart.nl

An assessment program may be part of the selection of candidates.

More information on LHF and the LHMC can be found on www.lion-heart.nl