Karl Heusner Memorial Hospital Authority (K.H.M.H.A.) invites applications from suitably qualified and motivated individuals for the following vacant position:

**CHIEF EXECUTIVE OFFICER**

**JOB SUMMARY:**
The Chief Executive Officer (CEO) is responsible for the efficient and effective day-to-day operation of the KHMH under the strategies, policies and procedures set by the Board of Governors of the KHMHA and in accordance with the laws of Belize. The CEO is responsible for the direct supervision of Department Directors and indirect supervision over the other staff of the KHMH. The role the CEO requires an in-depth knowledge of KHMH strategies, goals and plans, and the expertise to communicate these goals and plans to employees, and to communicate hospital-level and departmental successes and failures to the Board of Governors, as well as suggest alternative strategies to achieve goals at the institutional level. The CEO is a figure that Department Directors and employees look-up to on a daily basis, and as such, is required to exercise exemplary leadership and set very high standards for delivery and professional integrity. The CEO motivates Department Directors and keep them on a strategic path as envisioned by the Board of Governors.

**CORE DUTIES AND RESPONSIBILITIES:**

- Direct and oversee the efficient and effective implementation of all strategic objectives, actions and activities of the hospital, through annual work plans, procurement plans, and budgets as approved by the Board of Governors.

- Lead the Executive Management Team of the KHMH in the development of proposed policies, procedures, standards and guidelines to govern the implementation of all medical, administrative, operational, and quality management processes of the KHMH, and oversee their full implementation and compliance once approved by the Board of Governors.

- Develop and implement strategies for communications and public relations for the engagement of the KHMH with its constituents especially the Ministry of Health, to minimize exposure of the KHMH to litigation and to ensure that the image and reputation of the KHMH is optimally protected by effectively addressing issues raised by constituents and communicating the resulting outcomes in a timely manner.

- Develop and implement systematic monitoring and evaluation of performance and delivery of the hospital’s primary functions as defined in the KHMHA Act, and in accordance with medical best practice and approved standards for healthcare services as may be defined by the Government of Belize and approved by the Board of Governors, and consistent with healthcare standards defined by regional and international bodies to which Belize is a signatory.

- Lead the KHMHA in the identification and continuous implementation of institutional sustainability initiatives including mutually beneficial partnerships, alliance building, and resource mobilization strategies including access to philanthropic resources.

**EDUCATIONAL QUALIFICATIONS:**
An Executive Manager’s position requires a Post-Graduate Degree and 5 years work experience in a management position or a Bachelor’s Degree (or its equivalent) and 10 years work experience in a management position in a healthcare institution. The Executive Manager must be able to successfully oversee multiple programs and projects, create timelines, manage a budget and ensure timely completion of identified departmental goals and objectives. The Executive Manager would typically be a subject matter expert and is able to provide counselling and procedural guidance to colleagues on issues of senior decision-making at KHMH.

**OTHER SKILLS & DESIRED ABILITIES:**
The Executive Manager holding this position will preferable have a host of skills which may include experience in development and implementation of all Human Resource Management processes, strategic planning, strong relationship skills, negotiation skills, planning and organizational skills, interpersonal skills, strong analytical ability, and strong leadership skills. The Executive Manager should be knowledgeable in quality management techniques, able to work around barriers to achieve organizational goals, be self-directed, hardworking, creative, and a forward thinker. The Executive Manager must be computer literate with skill in word processing and spreadsheet software programs.

**SALARY:** Negotiable based on previous experience and qualifications

Curriculum Vitae, copies of certificates, with two letters of references, a copy of social security card, and a valid police record must be submitted to humanresources@khmh.bz or alternatively, the Board of Governors, K.H.M.H.A. Belize City, Belize.