



CAREER

OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:

DIRECTOR - INSTITUTIONAL BENEFITS, PROJECTS & MAINTENANCE SERVICES

ROLE AND CORE FUNCTIONS OF THE JOB

Under the general direction of the Senior Director-Finance, Projects and Facilities Management, the incumbent shall have responsibility for the administration of NHF's Institutional Benefits, Projects and Maintenance Services, the effective and efficient maintenance and upkeep of all NHF facilities and ensure that all projects achieve their stated objectives. To achieve this, the incumbent shall:

- Participate in the development of the NHF Institutional Benefits programme.
- Develop project evaluation methods and procedures for requests under the NHF Institutional Benefits.
- Evaluate and appraise submissions for support from NHF Institutional Benefits and make recommendations to the Board Sub Committee (Operations Review Committee).
- Recommend and execute procedures and monitoring activities to ensure project compliance and implementation in accordance with NHF approval
- Provide general oversight of the Maintenance Department of the Facilities Management Unit of the NHF.
- Oversee the planning and implementation of assigned NHF projects to achieve their stated objectives.

CORE DUTIES AND RESPONSIBILITIES

- Assessment of organizations and entities submitting project requests for funding under NHF Institutional Benefits programme.
- Recommend mechanisms for adjustments to NHF Institutional Benefits programme as may be required due to domestic or external factors.
- Develop and revise project evaluation criteria for NHF Institutional Benefits.
- Monitor the implementation, progress and expenditure of active projects and make recommendations for action if non-compliance to the Operations Review Committee.
- Conduct post-implementation reviews of projects and make recommendations for NHF policy improvements.
- Develop and implement strategies to guide the operations of the Project Unit.
- Provide regular and reliable reports on the activities of the Project Unit to the Senior Director and Chief Executive Officer.
- Develop and maintain good environmental health and safety standards.
- Approve expenditure for equipment, leasehold improvement and maintenance of all NHF facilities.
- Ensure timely procurement of goods and services to meet the operational needs of the company.
- Ensure that procurement of goods and services comply with the Government's Procurement Guidelines, the FAA Act and Ministry of Finance and the Public Service Guidelines.

Minimum Required Education and Experience

- MBA or MSc in Construction, Project Management or MSc in Engineering
- BSc Degree in Management/Engineering/Urban Planning with post graduate qualifications
- Training in Project Management
- Seven (7) years' experience in project implementation including three (3) in project supervision and management, or;
an equivalent combination of education and experience

Applicants are invited to submit their application no later than **Tuesday, 26th September, 2023**

The Human Resource Manager
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Kingston 5
Fax: (876) 926-7193 Email: vacancies@nhf.org.jm

ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED.