

Approved

Job Description
HOSPITAL MANAGER

Name of the Position	Hospital Manager
Location –	FRUs based in different districts
Vacancies-	
Maximum Age : Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male & Female)- 40, SC/ST (Male & Female) – 42. 10 years relaxation in age will be admissible to Divine Body applicant.	
Eligibility Criteria	
Essential:	
Qualification:	
<ul style="list-style-type: none">• MBA (two years Full Time) in Hospital Management / Healthcare Management / Hospital Administration from any recognized university / institute.	
OR	
<ul style="list-style-type: none">• Post – Graduate Diploma (two years Full Time) in Hospital Management / Healthcare Management from any recognized university / institute.	
OR	
<ul style="list-style-type: none">• Masters of Public Health (Full Time) from any recognized university / institute.	
Key Competencies:	
<ul style="list-style-type: none">• Interest in, and commitment to, social justice, health care for poor and marginalized populations, and health service delivery in rural areas.• Relevant knowledge of Health Systems areas – HR, HMIS, Planning etc preferably with government set up.• Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point, Outlook, Email operation etc.• Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.	
Purpose of Assignment:	
There is a need to strengthen the management capacity of FRUs in Bihar for its efficient and effective working and sustainability. For this purpose Hospital Managers are considered to be the key to overcoming the challenges facing health delivery in states like Bihar.	
Summary of Roles and Responsibilities	
<ul style="list-style-type: none">• Plan, organize, direct, control and coordinate day to day activities of the hospital.• Ensure Quality Certification (like NQAS/LAQSHYA/KAYAKALP/NABH) of the health facilities under Quality Assurance program at SHSB.• Developing procedures for medical treatments, as well as ensuring quality assurance and other patient services.	

Alcansha

Ranita
27/02/2020

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Rajish

- Extrapolating data for quality assurance and monitoring purposes.
- Planning and implementing strategic changes to improve service delivery.
- Managing clinical, professional, clerical and administrative staff.
- Procurement of equipment and supplies, and organizing stores.
- Active participation in hiring contractual doctors, nurses and assistant.
- Liaise with clinical and non-clinical staff in other health facility, partner organizations.
- Public relations, ensuring that the facility maintains a positive image.
- Keeping up with ever-changing medical technology, government regulations, financing options and health insurance benefits.
- Implementing new policies and directives.
- Any other duties / assignment assigned by Reporting Authority / ED.

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Remuneration/Compensation

Consolidated remuneration of Rs. 25,000 /-shall be paid per month.

Aparna

Robita
27/02/2020

Rajsh