



WESTERN CHILD AND ADOLESCENT HOSPITAL CAREER OPPORTUNITY - ADVERTISEMENT

Applications are invited from suitably qualified persons for the position of:

MANAGER, HEALTH FACILITIES, OPERATIONS AND MAINTENANCE (GMG/SEG 3)

One (1) Position

(Salary Scale \$5,198,035 – \$6,990,779 per annum)

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ one (1) **Manager, Health Facilities, Operations and Maintenance (GMG/SEG 3)**. Under the direct supervision of the Deputy Chief Executive Officer the incumbent is responsible for providing strategic direction and leadership to the Health Facilities, Operations & Maintenance Departments by developing, implementing and monitoring policies, procedures and programmes that promote efficiency, effectiveness, safety and quality service delivery.

RESPONSIBILITIES:

- Guide the effective and efficient management of the respective Departments through consistent communication, planning, directing and the development and implementation of standard operating procedures.
- Monitor and ensure compliance with all contracts, servicing agreements, permits and certifications issued.
- Prepare and submit written reports and work plans as requested by the Deputy Chief Executive Officer.
- Assist with the development of the strategic and operational plan of the hospital.
- Prepare and submit individual work plans and facilitate the preparation and submission of direct reports' work plans.
- Plan and coordinate the delivery of shared support services such as laundry, transport, inventory management, waste management, grounds maintenance, and morgue services in keeping with established policies and procedures.
- Prepare the Annual Budget for the respective departments.
- Complete the respective Productivity Analysis on an annual/bi-annual basis to ensure adequate staffing.
- Interpret and execute standard operating procedures and established policies and ensure compliance with GOJ guidelines.
- Ensure the development and/or implementation of preventative and corrective maintenance schedules.
- Assist with the evaluation of procurement bids and development of Terms of Reference and scope of work.
- Ensure effective and efficient administration of the various services provided by the hospital by monitoring and guiding the personnel responsible for the respective Departments.
- Coordinate and facilitate internal and external audits to ensure compliance with policies, procedures and standards.
- Provide a systematic approach to the implementation and monitoring of operational procedures, policies and guidelines.
- Resolve efficiency and service delivery challenges for the respective departments under control.
- Plan and direct quality control programs for the respective departments under control by administering and reviewing quality control programmes and developing and maintain programme policy documentation.
- Monitor and ensure compliance with licenses, permits and certifications issued for the

Hospital by the various regulatory bodies.

- Oversee/coordinate the contract management process for goods/services/ works
- Ensure that contractual agreements (e.g cleaning, portering and security) are adhered to, as well as performance standards, and advise the relevant departments where breaches are identified.
- Direct the implementation of safety and security policy, procedures and guidelines in keeping with established standards, ensuring the safety and security of the hospital assets, staff, patients and clients;
- Ensure that the hospital's safety and security measures are effected by conducting investigations and submitting reports on all injuries, accidents, hazards threatening or affecting staff, patients and visitors.
- In collaboration with the Occupational Health and Safety Unit, facilitate the conduct of frequent safety inspections and quality assessments in the hospital;
- Ensure the strategic coordination of security services and the efficient working interrelationships of all security personnel on the compound.
- Ensure procedures are in place and are enforced to protect and secure the hospital assets and property, and to eliminate any opportunity for theft or destruction of property.
- Provide leadership and technical support to staff through effective objective setting, delegation, coaching and communication.
- Develop and manage the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
- Schedule and conduct performance appraisals of supervisees based on performance assessment criteria and ensure timely submission of performance evaluation reports.
- Participate in the recruitment process of staff for the unit.
- Perform other job-related functions as assigned or as necessary to maintain the performance standards of the Hospital

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays from time to time to meet deadlines.
- Requires travelling occasionally to different locations within the area of responsibility.
- Work environment may involve working in hazardous areas at times.
- A high-demand work environment with numerous critical deadlines.
- May be required to travel occasionally to different locations within and outside of the parish.

QUALIFICATION & EXPERIENCE:

- Bachelor's degree in Business Administration, Operations Management, Public Administration, Management Studies or equivalent related field.
- Minimum of four (4) years of working experience in a similar capacity.
- Experience in project management, financial management and corporate governance would be an asset.
- Certification in Supervisor Management would be an asset.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent written and verbal communication and presentation skills.
- Excellent leadership skills with the ability to manage people of diverse skills.
- Excellent time management and organizing skills.
- Sound problem-solving, decision making and analytical skills.
- Working knowledge of business processes, operations management and financial management.
- Working Knowledge of computer applications-especially Microsoft Word and Excel.
- Knowledge of GOJ Policies, Acts, Procedures and Regulations particularly the Public Procurement Act 2015 & Regulations, GOJ Comprehensive Motor Vehicle Policy, GOJ Comprehensive Asset Management Policy, F.A.A Act, Contractor's General Act.

Application letter along with a detailed resume should be sent no later than

September 21, 2026 to:

**Manager, Human Resource Management and Development
Cornwall Regional Hospital**

P.O. Box 900

Mt. Salem

Montego Bay, St. James

Email: wcahjobs@wrha.gov.jm

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED