



## Médicos del Mundo

### Position needed:

**HOSPITAL DIRECTOR**

### CATCHMENT AREA

Sierra Leone

### JOB SUMMARY

Is responsible for the planning, organization, monitoring of all hospital activities ensuring overall administrative and human resources management of the hospital as well as the smooth running of all medical activities.

### RESPONSIBILITIES

- Plans the medical human resources needs for the hospital
- Ensures general management of staff related to hospital activities, working in close collaboration with activity managers and team supervisors
- Ensures that the Hospital staff is properly managed, according to MDM HR vision, policies and values and reports any problem or issue to administration manager and field coordinator
- Ensures that all job descriptions of all hospital staff are updated and accurate.
- Participates in selection and follow up of all hospital staff
- Defines the training needs of the staff, organises and implements trainings for hospital staff.
- Participates in the individual training of the staff by accompanying and/or supporting individuals in their work and generally reinforces skills of all hospital staff.
- Participates in identifying people showing potential within the hospital staff
- Undertakes regular evaluations of the staff under his/her direct supervision (supervisors)
- Manages potential conflicts among hospital staff.
- Promotes communication and active participation of all hospital staff in the project
- Ensures accurate diffusion of information to all staff under supervision.
- Ensures the good transfer of information from one duty team to another.
- Ensures that all hospital staff promotes and maintains confidentiality regarding all patient cases and records.
- Plans and organises in close collaboration with medical team managers all hospital related activities.
- Is in charge of the medical budget plan and budget approval of the hospital.
- Participates in the definition and update of annual hospital HR planning and budgets.
- Is responsible for hygiene and universal precautions in the hospital according to protocols, in cooperation with logistics manager.
- Ensures inter-departmental coordination in order to maintain the continuity of care
- Coordinating the implementation of adapted patient files (registration, follow up, archiving, confidentiality)
- Ensures, in cooperation with logistics manager, that all hospital staff has the material and technical support needed.
- Together with logistic manager, plans and organizes the set out, rehabilitation and maintenance of the premises
- Together with logistic manager, establishes cleaning protocols for the premises and material following MDM procedures
- With the activities managers and team supervisors, identifies material needs (equipment and consumable material) required for the different departments
- Defines the procedures and frequency of logistics and medical material supply for the different departments
- Monitors the proper use material and medicines and their correct inventory
- Monitors the management of the central and departmental pharmacies, based on consumption, ensuring the availability of drugs and medical equipment for all hospital activities
- Ensures that all administrative procedures and hospital documents are used correctly, i.e. discharge paper, transfer paper, etc.).



- Supervises cleanliness of all hospital area.
- Looks after equipment provided.
- Ensures that no material is taken out of hospital without prior authorisation.
- Ensures that inventories of all material and equipment used exist and are updated
- Gathers data and statistics of the different wards in the hospital.
- Informs medical managers or doctors about any possible serious problem or complication, ex. delays in consultations, problems in medicines, etc.

### EXPERIENCE

At least two years' experience in hospital direction of international or emergency cooperation projects are required.  
Previous experience in similar emergency work, especially in Africa shall be valued.

### SKILLS

Great organizational skills. Adaptability to rural areas. Stress management.  
Leadership and staff management skills.  
Teamwork.  
Accuracy and work autonomy.  
Sharing Médicos del Mundo's values, mission and lines of work.

### SALARY

Medicos del Mundo's Salary charts

**Applicants should send their CV to:  
Please include the REFERENCE:**

**WEB (PRERERRED)**  
**Send CV through the website:**  
[www.medicosdelmundo.org](http://www.medicosdelmundo.org)

**Address**  
**Médicos del Mundo**  
**ATT: Desarrollo de Personas**  
**c/ Conde de Vilchez, 15**  
**28028 Madrid (Spain)**

**REFERENCE**  
**HOSPITAL DIRECTOR**

**Every application unanswered within 15 days after deadline must be considered as desestimated.**

**Please note:**

Those with a valid profile will not be rejected for being disabled or part of a social excluded or marginal collective.