



Christian Health Services (PNG)

1. IDENTIFICATION

AGENCY: CHRISTIAN HEALTH SERVICE (PNG)	SYS. POSN. NO: CHS0000035	REF. NO: CHS035	
DIVISION: CHRISTIAN HEALTH SERVICE, NATIONAL CAPITAL DISTRICT	DESIGNATION PROJECT IMPLEMENTATION OFFICER	CLASSIFICATION SAL Gr: CHS14	
	LOCAL DESIGNATION: PROJECT IMPLEMENTATION OFFICER – CHS SECRETARIAT		
BRANCH: ADMINISTRATION	REPORTING TO PROJECT MANAGER	SYS. POS. NO: CHS0000033	REF. NO: CHS 0033
SECTION: CHS SECRETARIAT	LOCATION: CHS SECRETARIAT, NATIONAL CAPITAL DISTRICT		

HISTORY OF POSITION

FILE REFERENCE	DATE OF VARIATION	DETAILS

1. PURPOSE

Responsible to the effective and efficient coordination and management of projects implementation including the supervision of all projects and ensure progress of project within set project time frame. This includes the submissions of project progress reports as per reporting schedules agreed with development partner/s.

2. SCOPE

The incumbent occupying this position must be a person with very highly skilled and competent in the implementation development project of all kinds. Must be a Self-starter and able to deliver results within time with minimal supervision. Must be of good social habits, good community relations and a practicing Christian.

3. PRINCIPAL ACCOUNTABILITIES

- Reports to the CHS Projects Manager for effective and efficient implementation of development projects initiated through the CHS Secretariat Office.
- Adhere to established legal frame work such as Act of Parliament and bi-laws in administering health services projects.
- Adhere to CHS Act of 2007, CHS Constitution, and all Partnership and Service Level Agreements.
- Adhere to project partnership agreements with each project development partner.
- Adhere to the plans of each individual church agency health services and that of the PNG National Health Plan.
- Adhere to the PNG National Health Services Standards when implementing projects.

4. MAJOR DUTIES

- Systematically plan and implement all development projects and programs at the CHS Secretariat, Health Agency Administration and Health facility levels.
- Produce project implementation reports to project management team on a timely manner as determined by the project concept.
- Ensure project is implemented within the approved project design within time and within the project budget.
- Ensure principles, code of conduct and ethics are adhered with by Church Agency Health Services when partnering for health services development projects.

- Assist project Manager to implement projects and in consultation with development partners, concerned church agency health services, PHAs, NDoH and other stake holders as required.
- Assist project manager to ensure sustainability measures are included in specific project activities that enable a project to continue when the period ends.
- Assist and contribute towards the preparation of the project management report and including project funding utilization (acquittals) as per project cash flow.

5. NATURE AND SCOPE

Senior Officer within the CHS Secretariat Officer and is a member of the Secretariat Office Projects Management Team. The incumbent has the responsibility for implementing all CHS initiated Church Health Services development projects in PNG.

6.1 WORKING RELATIONSHIP

(a) Internal

- Project Manager, CHS NG
- CEO, CHS PNG and CHS Secretariat Staff
- Chairman and Executive Board members of CHS
- Church Agency Health Services Managers and Staff
- Church leaders at local and National Levels
- Staff and Students from Church agency Health Training Schools within PNG.

(b) External

- Department of Health
- Health Training Schools
- Other Training Institutions, Colleges & Universities
- Department of Education
- Provincial Administration
- Provincial Hospitals
- Investors & Natural Resource Developers
- President of Local level Government
- Provincial Assembly Members
- Family, Business Community Groups
- Development Partners from the Church and others

a. WORKING ENVIRONMENT

The incumbent is a member of the CHS Projects Management Team of CHS Secretariat Office and is responsible for implementing all CHS Secretariat initiated health services development projects.

6. CONSTRAINS FRAMEWORK AND BOUNDRIES

There are resource limitations for full unitization of the incumbent's knowledge and skills. However, on the other end he/she may be under pressure to provide services outside the boundaries of projects specialization.

7. CHALLENGES

- Resource deficiencies including shortage of skilled personnel to implement projects within given timeframe and within appropriated budget.
- Difficulties in meeting development partner project requirements
- Difficulties in meeting project timelines due to unforeseen interruptions
- Difficulties in meeting project beneficiary's expectations
- Change in Government priorities

9. POSITIONS AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Bachelors/Diploma in Projects Management
- Diploma in Business Management/Administration, Diploma in Public Administration

(b) KNOWLEDGE

- Competent in projects management and consultations with development partners in implementing projects.
- Sound knowledge in implementing multiple projects with different development partners at any one time.
- Sound knowledge on project cash flow projected costing
- Church health agency's Governing protocols, Acts, Constitutions, bi-laws and policies & procedures.
- CHS Act 2007, CHS Constitution and policy & procedures
- Service Level Agreements with PHA
- Provincial Health Authorities Act
- National Health Administration Act
- Organic Law on Provincial & Local Level Government Act
- Government Systems & Practices
- (Other) relevant legislation(s)

(c) SKILLS

- Good oral & Written Communication
- Project report writing skills
- Project funding acquittal skills
- Policy, Planning & Research
- Good Organizational Management
- Good Interpersonal and Personal relationship
- Good analytical Ability
- Computer literate
- Able to read technical plans/drawings

(d) WORK EXPERIENCE

- 4 – 6 Years experience working in project management level or in a similar capacity in any public/private sector.

11. ACKNOWLEDGEMENT

I, acknowledged receipt of Job Description (CHS0000035) and agree to carry out all responsibilities in accordance with my obligations as Project Implementation Officer, Christian Health Service Secretariat, at the Administration, National Capital District as a member of Christian Health Service (PNG) Inc.

Employee /...../.....
 Name Signature Date

Health Manager /...../.....
 Name Signature Date

igned in the Presence of;

Witness Name:
Name Witness Signature Date