

Hospital Administrator – JNPT Hospital

Brief:

Jawaharlal Nehru Port Trust is an autonomous body functioning under administrative control of the Ministry of Shipping, Government of India. Jawaharlal Nehru Port Trust Hospital is having their 50 bedded hospital located in JNPT Township near Uran, District Raigad. JNPT desires to appoint a Hospital Administrator on contract basis to spearhead the hospital & its initiatives, initially for a period of one year extendable for further one year at the discretion of the Port.

Number of Post: 01.

Qualifications & Experience:

- i. Essential: A health science graduate (MBBS / BDS / etc.) with a full time master degree in hospital administration from a recognized Indian University.
- ii. Preferable: Any additional degrees or diploma of hospital administration over & above the "essential" qualification, will be an added advantage.
- iii. A minimum 07 years' of experience (post essential qualifications).
- iv. An experience in healthcare re-structuring, teamwork, hospital planning, designing, equipment planning, manpower planning, daily operations & management of a hospital would be appreciated.
- v. Upper age limit of 45 years. However, relaxable in deserving cases.

Reporting hierarchy:

The Hospital Administrator shall report to the Chief Manager (Admn.) & Secy., Dy. Chairman & Chairman, JNPT.

Major Roles & Responsibilities:

1. Be responsible for the organization and management of the Hospital in accordance with policies.
2. To ensure appropriate systems and structures are in place for the effective management and control of the Hospital and its resources including the employment, development, control, direction and discharge of all duties of Hospital employees;

3. To ensure structures and systems for the development, review and recommendation of any change (s);
4. To ensure effective human resource planning, strategic planning and identify resource implications for JNPT Hospital.
5. To establish an organizational structure to ensure accountability of all departments and staff for fulfilling the mission, objectives and strategic plan of the Hospital.
6. To provide leadership, to develop and periodically review the mission, objectives and strategic plan of the Hospital.
7. To develop, recommend and foster the values, culture and philosophy of the Hospital.
8. To communicate with related health care agencies to promote co-ordination and / or planning of local health care services ;
9. To report to the Management as necessary regarding the health and safety program.
10. To report to the Management as necessary in respect of the health surveillance program.
11. Be responsible to the Management for taking such action as considered necessary to ensure statutory compliances.
12. Supervising multi-disciplinary teams of staff of the hospital.
13. Ensuring compliance of all government regulations & health standards.
14. Ensuring execution of all Standard Operating Protocols of the hospital.
15. Advising on increasing efficiency and cost-effectiveness.
16. Overseeing building projects, renovations or refurbishments.
17. Ensuring effective clinical audit in the hospital.
18. Shall be the single point of contact for ensuring day to day operations of the hospital.
19. Shall ensure operational excellence with good quality of patient care.
20. Any other healthcare project(s) of JNPT:

The Hospital Administrator shall also work on any other healthcare project(s) of JNPT as per directives from the management from time to time.

Service Terms & Conditions:

1. Selected candidate will be paid a consolidated salary of Rs.1,00,000/- per moth.
2. He will be eligible "C" type accommodation in JNPT Township subject to availability.
3. Rent free accommodation. Electricity & Water Charges will be recovered from the salary as per the rate applicable to "C" type quarter.
4. Vehicle will be provided upto 1600 Kms.

Rules & Regulations:

The JNPT rules and regulations for carrying out duty and the JNPT rules and regulations regarding conduct, discipline, etc. as applicable to JNPT employees, will also be applicable to the Hospital Administrator.

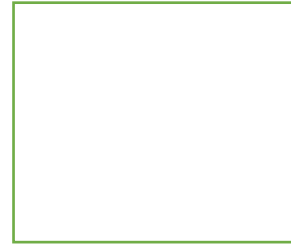
General Conditions:

1. Mere submission of application will not entail any right for claiming employment.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. JNPT may scrutinize the eligibility of the candidate and the documents produced by the candidates and the decision of JNPT regarding eligibility of the candidates will be final and binding on the candidates. No correspondence or personal inquiries will be entertained by JNPT in this behalf.
3. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he /she has furnished any incorrect/false/incomplete information/ certificate / documents or has suppressed any material fact(s), his/her candidature shall stand cancelled. If any of these shortcomings/s is/are detected even after appointment, his/her services are liable to be terminated immediately without notice.
4. JNPT reserves the right to cancel the selection process at any stage without assigning any reasons thereof.
5. Applicant serving in Government/Public Sector, Semi Government Organization should produce "No Objection Certificate (NOC)" at the time of interview, as applicable.
6. Canvassing in any form or bringing outside influence will be disqualification.

7. Engagement of selected candidate is subject to verification of caste, character and antecedents from the concerned authorities as per the rule and vigilance clearance (as applicable).
8. Applications shall be accepted only by post/speed post/registered post/courier and not by e-mail, etc. on the envelop "**Application for the engagement of Hospital Administrator**" should be mentioned clearly.
9. Applications should reach, on or before **4th October, 2018** at 5.00 p.m.
10. Along with the application, details of applicants shall be given in the **prescribed format** given below. Attested photocopies in proof of age, qualifications, experience, training, caste, PWD certificate, ex-servicemen discharge book (as applicable), etc. and a passport size photograph are required to be attached to the application, failing which the application will not be considered.
11. JNPT takes no responsibility to consider any certificate send separately.
12. JNPT reserves the right to call only the requisite number of candidates for the selection process based on the preliminary screening/short-listing with reference to qualifications, age, relevant experience, etc. of the candidates.
13. Any resultant disputes or interpretation arising out of this advertisement, the Chairman JNPT's decision on the subject matter shall be final & binding.

PROFORMA

Post applied for: Engagement of Hospital Administrator for JNPT Hospital



Recent Passport size
photograph

1. Full Name (in block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) Fax / E-mail address :
3. Name of present employer,
Post held with pay scale :
4. Date of Birth :
5. Age as on 01.09.2018 :
6. Whether belongs to SC/ST/OBC/
PWD/EX-SERVICEMAN :
7. Educational & other qualification :

Sr. No.	Degree/Diploma	Name of University / Institution	Year of passing	Marks obtained / Out of	% of Marks.

8. Details of employment / experience in chronological order:

Name of the Organization	Post held	Scale of Pay	From	To	Nature of duties

9. State clearly whether in the light :
of the entries made by you above,
you meet the requirements of the post.

10. Nature of present employment :
post held.

11. Documents attached to the applications :

12. Any other information :

The above information is correct and / if at any time it is found that the information furnished above is incorrect/false, my candidate will stand cancelled. If any shortcoming/s is/are detected even after my selection/ engagement, my services are liable to be terminated at any time.

Date :

(Signature of applicant)