

Hospital Admin/Finance Officer

Vacancy Number: CHA
Job Views: HRM-108
Location: Badghis, Afghanistan
Organization / Company Name: CHA
Job Category: Health Care
Employment Type: Full time
Salary:
Posted: 08.18.2015
Position Title: Hospital Admin/Finance Officer
Contract Duration: One year
Nationality: Afghan
No. of Jobs: One
Shift: Day
Experience: 2 years
Start Date: 23,08,2015
Expiration Date: 29.08.2015
Gender: Male
Education: DBA degree or equivalent

Background

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Coordination of Humanitarian Assistance (CHA) is a non-profit, non-sectarian and non-political Humanitarian organization that was established in 1987 by a team of educated and experienced Afghan volunteers. Working since 1987 mainly in health, agriculture, education, community development and DRR sectors in more vulnerable areas of the country.

CHA is a long-term partner of the Ministry of Public Health, Islamic Republic of Afghanistan for the implementation of Basic Package of Health Services (BPHS)/EPHS in Afghanistan. CHA health sector implementing BPHS, CME, CHNE and Public Private Partnership programs.

Currently looking for qualified candidates for the position of Hospital Admin/Finance Officer for Badghis provincial hospital.

Job Description

The Ministry of Public Health of Afghanistan has been allocated grant funds from the International Development Association (IDA) and Afghanistan Reconstruction Trust Fund (ARTF) which are administered by the International Development Association (IDA) (the "Bank") and executed by the Ministry of Public Health (MoPH).

The Client intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued. Performance-Based Partnership Agreements to Deliver the Essential Package of Hospital Services in Badghis province.

Main Tasks & Responsibilities:

- Responsible for overall administrative affairs of the hospital security- and hospital management and administrative standards.

- Monitors compliance with administrative roles and regulation, HR issues, infrastructure maintenance, waste management and cleaning of the hospital.
- Preparation of financial reports.
- Facilitating the project budget balance quarter basis.
- Managing funds in the most efficient and controlling the budget.
- To maintain proper documentation of all procurement in coordination with CHA administration.
- Ensure timely maintenance of hospital generator and other hospital equipment.
- Make sure that office equipment and office stationary are properly distributed and recorded
- In coordination with hospital director, responsible for the record keeping of all the administrative and technical data records.
- Responsible for the kitchen and food arrangements/management for the inpatients.
- Transport (ambulances) and drivers duty arrangement.
- Reports accurately and timely to the Hospital Director.
- Participate actively in Hospital Technical Committee meetings of the hospital
- To submit monthly activity report to Hospital Director.
- Responsible for all financial transaction of the project to make sure adherence to the policy, procedure and contract requirements.

Job Requirements

- **Qualification:**
- DBA degree or equivalent
- At least 2 years of experience in accounting and finance positions.
- Strong skills in financing, reporting and software.
- Ability to work independently and in professionally challenging and demanding environments;
- Good command in written and oral English, fluent in local languages
- Computing skills (Ms Office: word and excel) is essential

Contact Information

Interested and qualified candidates should submit CV to the HR Department CHA main office Kabul through email address admin@cha-net.org.

Contact Details:

Address: CHA compound in front of DAWAT university, Charahi Qambar road, Khushal Khan Mena, Part (Jeem), Kabul City

Mobile#: 0766558005

Email: admin@cha-net.org