



**AFRICAN CENTER OF EXCELLENCE IN
POSTGRADUATE MEDICAL TRAINING**

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**UNIVERSITY OF BUEA
FACULTY OF HEALTH SCIENCES**

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Ref : 2019/0325/UB/ACE-PGMTS/D

MEMORANDUM

28 MARS 2019
Date: _____

THE VICE-CHANCELLOR,

JOB OPPORTUNITY

The Vice-Chancellor of the University of Buea announces to the general public that the World Bank African Center of Excellence in Postgraduate Medical Training of the Faculty of Health Sciences, University of Buea advertises the post of Program Manager.

GENERAL SUMMARY/ OVERVIEW STATEMENT.

With oversight and direction from the Director, the Program Manager is responsible for the operational and financial management of the residency training program. The position requires a comprehensive and detailed understanding of university policies, hospital policies, and policies and standards of the accrediting body, as well as a high degree of initiative and independent judgment.

The Program Coordinator will continually assess and direct a wide range of programmatic issues including long range planning, recruiting trainees, developing projects, analyzing administrative workflow, maintaining databases, communicating with faculty and trainees regarding a range of issues, and managing internal and external program relations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The responsibilities listed below are a comprehensive list and may not pertain to all program manager positions. Some of these responsibilities may be delegated.

- Provides support and meets regularly with the Program Director concerning office management issues and activities and the status of projects. Identifies and evaluates the methods for improving workflow and cost effectiveness and makes recommendations to the Program Director for improvement. May assist in program-level policy development.
- Interprets and applies accrediting agency and hospital policies to support compliance.
- Provides both administrative supervision and support to residents/interns/fellows. Acts as a liaison between residents and hospital administration when necessary. Establishes relationships and acts as a liaison to other Hospitals, internal departments, and divisions regarding resident recruitment, orientation, annual program Affiliation Agreements, and external rotations.
- Oversees department-level trainee orientation.
- Informs residents and trainees of inter and intradepartmental policy and procedure changes.

- Tracks, reports, and ensures compliance with procedures regarding licensing, annual contracts, and initial and re-credentialing of trainees.
- Manages materials for specialty-specific trainee exams and may assist with proctoring exams.
- Develops, implements, and oversees the maintenance of filing, record keeping, distribution of materials, and other types of office/program systems. Evaluates and standardizes office procedures and effectively troubleshoots and resolves issues.
- Maintains databases with resident and faculty data.
- Manages the evaluative processes of the trainees, program, faculty, and rotations.
- Develops and distributes call schedule.
- Oversees all purchasing for the office/program. Assesses equipment acquisition and training needs, and makes recommendations to the Program Director. Orders equipment and supplies for the training office.
- Plans departmental annual events including recruitment, orientation, graduation, faculty retreats, as well as various meetings and program-related events.
- Organizes meetings and prepares and distributes materials for conferences and lectures. Develops brochures, invitations, or advertisements for events/lectures.
- Coordinates medical student rotations and, as appropriate, "observerships".
- Creates and/or maintains external program advertising/media through websites, brochures, postcards, publications and other such media. Creates/edits annual publications regarding the program. Maintains program's website.
- Verifies trainees' status and activities as needed.
- Assists in monitoring residents' duty hours and operative/case experience via regular review of data reports.
- Receives inquiries from residents and applicants and triage as necessary to others within the department or in other hospital/PHS departments.
- Performs other duties as assigned by the Program Director.

QUALIFICATIONS & EXPERIENCE

- A Master's Degree in a Science discipline **and a certification in program management preferably in the domain of health**
- Another postgraduate qualification in a management discipline is an added advantage
- Knowledge and experience in Research methods, research and Innovation management
- Minimum of two (2) years of research and Office administration experience, preferably in a healthcare and/or education setting.
- Knowledge and experience of minimum two years in project management preferably in the **healthcare and or education domain**
- Mastery of English and French would be an advantage

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Excellent written and verbal communication skills (English and French).
- Ability to organize information.
- Ability to handle sensitive information with absolute confidentiality.
- Working knowledge of software applications including Microsoft Word, Excel, and PowerPoint.
- Ability to make decisions independently or to escalate issues as needed.

SUPERVISORY RESPONSIBILITY:

- Provides administrative supervision and guidance to residents regarding administrative issues, due dates, and deadlines.
- May supervise, train and guide new coordinators or administrative assistants within the residency program.
- May hire temporary office assistance with approval of the Program Director.

FISCAL RESPONSIBILITY:

- Develops, monitors and reports on the training program budget.
- Works with the business manager and/or Administrative Director to ensure accuracy of monthly budget statements and develops yearly residency budget.
- Responsible for recurring purchase orders for the residency program, processing all check requests, and paying bills associated with the program's activities.
- May be responsible for management of grants awarded to individual residents.

WORK TRAVEL CONDITIONS:

- Works within the training offices. Work may require travel within and without the national territory.
- Travel within sites is a core requirement for activities in this position.

WORK TRAVEL CONDITIONS:

Documents to be submitted & Method of Submission of Documents

Interested individuals are called upon to submit hard copies of the following documents:

- Application and Motivation Letters
- A Curriculum Vitae (Must have two contactable Referees)
- Photocopies of most recent academic qualification, **with a certification in program management preferably in the domain of health**
- Photocopies of Letters of Service from previous job positions. (Originals will be checked upon deposit of files and will be returned to applicant)
- Copies of valid Identification document (National I.D. Card or Passport)

Application Deadline

On or before the 20th April 2019.

Late and incomplete application files will not be received.

All Application files must be deposited at:

Room 058

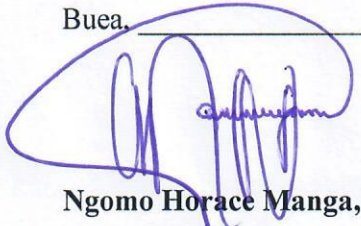
Faculty of Health Sciences

University of Buea,

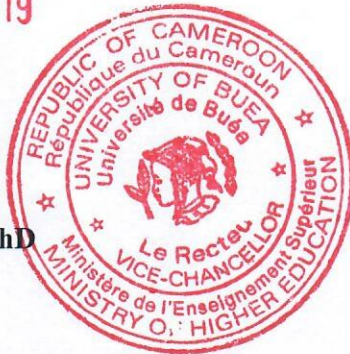
Tel: 675189277

28 MARS 2019

Buea.



Ngomo Horace Manga, PhD
Vice-Chancellor



cc:

- DVCs
- REG
- Director, ACE-UB
- D/FHS
- D/AdA
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