

CAREER OPPORTUNITY



**National Health
Insurance Secretariat**

**PROJECT
MANAGER**

APPLY NOW

 hr@mof.gov.gd



OVERVIEW

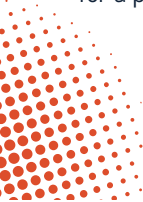


THE NATIONAL HEALTH INSURANCE SECRETARIAT

The National Health Insurance Secretariat is a body whose mandate is to oversee the implementation of the National Health Insurance Project (Phase One) in Grenada. National Health Insurance (NHI) is a financing mechanism for health sector development and a new national social benefit which ensures universal access to health care services by all citizens. NHI is one component in the wholistic approach to transform health care in Grenada. The Government has engaged the services of the JIPA Network to complete phase one of the NHI project, which involves laying the financial and technological infrastructure, as well as the legal, operational, and regulatory framework for NHI. The responsible Ministry for this phase is the Ministry of Finance, in close collaboration with the Ministry of Health.


JOB PURPOSE

The Government is seeking to engage a **Project Manager** to lead the NHI Secretariat in overseeing the implementation of the NHI Project (phase one) through the work of the consultant (the JIPA Network). The engagement will be on a contractual basis for a period of **18 months**, with the possibility of re-engagement.






RESPONSIBILITIES

1. Develop a detailed project plan for Government's deliverables under the project based on the approved project master plan and monitor the implementation of the plan in collaboration with the relevant ministries and departments.
 2. Develop the budget for the NHI project (phase one) activities in collaboration with the consultant and other relevant parties; and monitor the implementation of same.
 3. Review reports submitted by the consultant to ensure alignment with planned activities and agreed timelines; and report findings/recommendations to the Ministry of Finance.
 4. Identify and report issues or potential bottlenecks to the Ministry of Finance and/or other relevant ministries/departments, and present options to resolve same.
 5. Act as the government liaison and counterpart to the consulting team (the JIPA Network) by providing access to government agencies, officials, and information as needed.
 6. Organize consultations and seek advice as needed from experts, resource persons and stakeholders.
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RESPONSIBILITIES (2)



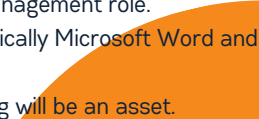
7. Serve as an intermediary between the consultants and stakeholders to ensure that stakeholder interests are represented.
 8. Submit requests to cabinet (through the Ministry of Finance) and any regulatory agency required to advance the goals of the project.
 9. Develop a plan for the establishment and operation of the National Health Authority which will be responsible for implementing NHI in the next phase of the project.
 10. Establish a budget for the operation of the NHI Secretariat, including staffing and procurement of services.
 11. Develop terms of reference or similar documents for staff/consultants to be hired under the project on a short-term basis, where applicable.
 12. Manage the operations of the office of the secretariat and provide supervision to subordinate staff.
 13. Undertake any other activity within the scope of the Secretariat Office, as required, to advance the goals of implementing NHI.
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DELIVERABLES

1. Detailed project plan for Government's deliverables under the project.
2. Detailed Budget for project activities and other components of the project.
3. Monthly reports on the implementation of the project including:
 - a. Report on the achievement of milestones
 - b. Spending reports
 - c. Funding initiatives
 - d. Project issues and recommendations to resolve same
4. Draft cabinet submissions on policy matters relevant to the project.
5. A plan for the establishment and operation of the National Health Authority.
6. Performance assessment of subordinate staff of the secretariat.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in project management, business management, finance, economics, public health management or related field.
 - At least 5 years' experience in project management, finance, insurance, health sector management or related field.
 - At least 3 years' experience in a management role.
 - Proficient in Microsoft Office, specifically Microsoft Word and Excel.
 - Experience in health sector financing will be an asset.
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SKILLS AND COMPETENCIES

- Excellent project management skills, with a track record of meeting deadlines
- Proven Organizational and analytical skills
- Budget Development and Tracking skills
- Strong written and oral communication skills
- Critical and Strategic Thinking
- Problem-solving
- Excellent emotional intelligence and negotiation skills

Salary is commensurate with qualifications and experience.

Interested professionals who meet or exceed the requirements are invited to submit their application by email only to **hr@mof.gov.gd** no later than **March 8, 2024.**

Only shortlisted applicants will be contacted.