

# JOB POSTING

Post Date: May 31, 2024

Expire Date: June 15, 2024

All interested candidates are encouraged to apply for the Material Management position

## Planning & Development Manager

<b>Department: Planning &amp; Development Manager</b>
<b>Job Status: Full Time</b>
<b>Level: Senior Management</b>
<b>Reporting line: CEO/DCEO</b>
<b>Supervises: IT, Communication, Engineer</b>

### SUMMARY OF POSITION

You are responsible for identifying growth opportunities and developing plans that will maximize potential increase in profits for the institution. Responsible for managing existing strategic plan and their progress and developing future strategies plan that will lead to new growth initiatives.

### OBJECTIVES OF POSITION

- Develops, implement and deliver the business strategy and marketing plan for the institution.
- Sets the plan to reinforce understanding of the institution and its services with the intention to increase profit.
- Excellent proposal and grant writing skills and experience
- Ensures projects are executed as it relates to the strategic plan.
- Develops a metric system and tools that will monitor the progress made towards implementing the strategic plan (**YOUR MAP**)
- Follows and enforce policies that are established by the institution
- Compiles in-depth monthly, quarterly and annual reports.
- Expected to exhibit transparency, integrity and confidentiality at all times

## **DUTIES AND RESPONSIBILITIES**

- Collaborates with Department Heads to develop and implement service strategy to increase profits.
- Ensures that the institution is locally marketing its services and developing marketing materials.
- Promotes environmental standards along with IPC/OSHA/ Fire safety throughout.
- Conducts patients / consultants' satisfaction survey and develop services for the future.
- Conducts risk assessment within various departments to ensure all risks are understood and mitigated.
- Develops monthly quality assurance action plan as it relates to various areas of the institution.
- Work in close collaboration with finance to create an annual strategic planning and budgeting calendar.
- Collaborates with the Human Resources Department to ensure training are implemented, enforced and documented.
- Ensures staff participate in all trainings and in-services relevant to their position
- Ensures compliance and standards of operations are adhered to throughout the institution.
- Updates manual and put strategy in place for effective and efficient operation of the institution.

## **DELIVERABLES**

- Monitors daily ongoing projects
- Measures achievement plan (MAP) daily
- Make rounds throughout the institution

## **QUALIFICATIONS, SKILLS-MIX AND COMPETENCIES**

### **EDUCATION**

- MBA in Marketing, Planning and development or related areas,

### **EXPERIENCE**

- Five years of marketing and planning experience with in a service orientated business

### **SKILLS- MIX REQUIREMENTS**

- Planning and organization skills
- Effective presentation skills/ Communication skills



- Strong leadership skills/ problems solving skills
- Analytical skills/ Decision making skills
- Excellent customers service/problem solving skills
- Committed

### COMPENTENCY REQUIREMENT

- Ability to effectively plan and execute work.
- Ability to function effectively and efficiently under pressure
- Ability to work as a team and independently
- Good interpersonal relations skills
- Acts with integrity and honesty all times.

You are expected to perform other duties as requested by your supervisors.

**All interested candidates should please send their applications letters and CVs to [sirdarlington2002@jfkmc.gov.lr](mailto:sirdarlington2002@jfkmc.gov.lr) on or before June 15, 2024 @ 5:30pm. Only shortlist candidates will be contacted.**