



Healthcare Governance and
Transparency Association

Position: Program Task Leader (PTL)

Main Location: Maadi, Cairo, Egypt

Project: Hospital Governance Program

Background

The Healthcare Governance & Transparency Association (HeGTA) is an Egyptian non-governmental, not-for-profit organization founded in 2012 registered under 4267 Ministry of Social Solidarity, with the vision of promoting governance and transparency in the healthcare sector in order to enable healthcare reform and to create investment opportunities. HeGTA's mission is the creation and dissemination of the know-how necessary for supporting the adoption of governance and transparency within healthcare systems to achieve accountability, equality, fairness, efficiency and quality. HeGTA has a unique caliber of experts in these realms as members or within its networks. HeGTA is an active player in the governance arena of Egypt and is involved in different initiatives.

Visit our website to know more about HeGTA and its activities: www.hegta.org

Based on that in March 2014, HeGTA launched the first Guide addressing Principles and Guidelines of Governance in Hospitals, which is available under this [link](#). This guide took national and international momentum over the last year where HeGTA's Founder and Chairman was invited to share the knowledge about the topic in different settings, including the World Bank in Washington DC and the European Commission-DGSANCO in Brussels. Capitalizing on the success of the launching of the Guide, HeGTA started several activities to pave the way for the implementation of the Guide. Several awareness activities were conducted in addition to a couple of training programs. The philosophy of HeGTA is based on maximum resource efficiency and effectiveness, where all the achievements of HeGTA were reached through very minimal resources in the form of patronage from some of the founders, the hard work of a young passionate committed team and partnerships with like-minded organizations.

With the increasing demand now for activities related to the Guide all over Egypt and the need for starting up its implementation in some public, private and not-for-profit hospitals, we are planning to compile some of the activities under a 'Hospital Governance Program'. The Hospital Governance Program is the next step to put the theoretical framework of governance into practice. The program entails awareness, stakeholder engagement, human capacity development, institutional capacity development, in addition to research and publications.

Responsibilities

The envisioned Program Task Leader is expected to work closely with HeGTA Chairman, Board of Directors and Knowledge Manager to take the Program from vision into action. The PTL will be responsible for operationalizing the whole program. This entails a mixture of project management, stakeholder management and technical support in related topics and disciplines.

Project Management

- Overall planning and coordination of tasks related to the program
- Close follow-up on all program related processes
- Monitoring the program financials in cooperation with implementation parties
- Coordination of the various experts and consultants associated with the program
- Coordination related to the hospital program implementation cases
- Representation of HeGTA in various events and presentation of the program on various occasions
- Management of the different meetings, including the design of the logistical processes and follow-up on their implementation
- Handling managerial and administrative tasks (including the general administration of HeGTA)
- Reporting activities
- Travel activities within Egypt mainly in Delta and Alexandria
- Activities related to the expansion of the project, including fundraising activities and proposal writing

Information/ Content Development

The project asks for intensive content management to ensure HeGTA quality standards in delivering know-how, including:

- Preparation and development of material
- Design of data collection blueprints of different content related subjects
- Comprehensive research on cases comparable to the project
- Identifying benchmarks worldwide
- Research on best practices from other countries
- Coordination and compilation of the content
- Assurance of proper documentation of the information gathered
- Preparation of the content needed for the different events
- Support in the development of training material and implementation of training and awareness sessions

Technical Expertise

Part of the program requires analysis of organizational structures and financial models, including:

- Review of hospital financial reports and data
- Analysis of financial statements, annual budgets and cash flow statements of implementation cases
- Analysis of governance related matters like hospital governing structure, board of directors, .. etc.

Education and Experience

- A bachelor's degree in business administration, preferably with specialization or interest in finance, not-for-profit management, public administration, economics or related disciplines.
- Demonstrated interest and experience in project management
- Demonstrated interest and experience in research and material development
- Interest in the healthcare sector is a plus

- 1-3 years of experience (0 - 1 years experience with outstanding performance are encouraged to apply).

Key competencies

HeGTA leadership, its team and its sister organizations are all value-based and passion-driven. We are looking more into personal traits and competencies including

- High motivation for leading change
- Quick learning, personal motivation and passion for development
- High personal ambitions for growth and achievement
- Analytical, research and writing skills
- Ability to deal with complexity and ambiguity
- Ability to coordinate project activities with diverse groups and individuals outside the organization
- Effective project and relationship management skills
- Ability to react flexibly to changing circumstances
- Adherence to deadlines and quality
- Ability to work under pressure
- Ability to work both as part of a team as well as independently
- Excellent written/oral communication and presentation skills
- Proficiency in MS Word, Excel and PowerPoint
- Fluency in both English and Arabic

Duration

May 2015 – approx. May 2016. Possibility of extension might be given depending on the performance.

Application

Deadline for application is April 15th 2015

Please send CV and Motivation Letter to info@hegta.org