

Center for Public Health and Development (CPHD)
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JOB ADVERTISEMENT: Oxygen Plant Administrator

Details	The Oxygen Plant Administrator The position holder will be responsible for the general administrative, operations and accounting component at the oxygen production plant.
Job Title:	Oxygen Plant Administrator
Location:	1 in Nairobi and 1 in Nakuru
Reporting to:	Director Operations and Marketing – Social Enterprise
Key Relationships	County MoH staff, Executive Director , Director Operations and Marketing , Technical Director
Application Information	hr@cphdev.org
Job Application Deadline	4 th August 2017

TERMS OF REFERENCE

Organization

The Centre for Public Health and Development (CPHD) is a non-profit organization that aims to bring innovative solutions to public health challenges in the Eastern African region. The organization has been working toward improving public health through innovative methods. Hewa Tele is a social enterprise that is affiliated with CPHD. CPHD combines local capacity with global knowledge to empower public and private health sector workers to improve access to better quality health services for the people they serve. Today, CPHD is leading a number of innovative projects in the region that seek to fast-track attainment of the Sustainable Development Goals to ensure healthy lives and promote well-being for all at all ages.

Hewa Tele is a social enterprise affiliated with CPHD which was set up with a vision to make oxygen an essential part of emergency healthcare at all levels of facilities in Sub- Saharan Africa.

Hewa Tele strives to ensure that:

1. Oxygen is readily available at all level facilities
2. Oxygen is accessible to patients who need it.
3. Oxygen is affordable.

Purpose

To contribute to the fulfillment of CPHD mission, vision and core values.

Key Responsibilities	Measure
1.Offering administrative support to the HT program Activities include: <ul style="list-style-type: none"> • Ensure proper documentation of the entire HT inventory. 	<ul style="list-style-type: none"> • Easy retrieval of documentation evidenced by proper and effective filling.

<ul style="list-style-type: none"> • Document the movement for cylinders to/from clients, full/empty cylinders available, status of all cylinders. • Maintain proper Public Relations with HT clients. 	<ul style="list-style-type: none"> • Updated status of the cylinders at all times. • Proper and effective client/customer care evidenced by reduced client complaints and increased positive feedback from clients.
<p>2. Carry out basic accounting procedure for the HT program Activities Include:</p> <ul style="list-style-type: none"> • Maintain all client account details as stated in the SOPs. • Maintain all records and documents for the HT business operations at the plant. • Prepare monthly reports covering clients' oxygen consumption demands and map projections based on this. • Assist in both internal and external audits. • Plan, organize, direct and run optimum day-to-day operations to exceed customers' expectations • Increase production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards • Be responsible for production output, product quality and on-time shipping • Allocate resources effectively and fully utilize assets to produce optimal results • Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus • Monitor operations and trigger corrective actions 	<ul style="list-style-type: none"> • Proper and updated client account details. • Timely invoicing and settlement of creditors debts. • Production of monthly financial reports to the Manager. • Efficient provision of necessary documents.

<ul style="list-style-type: none"> • Manage and develop plant staff • Collect and analyse data to find places of waste or overtime • Commit to plant safety procedures • Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets • Address employees' issues or grievances and administer collective bargaining agreements • Stay up to date with latest production management best practices and concepts. 	
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Qualifications and Skills

- Academic background in Business Administration.
- Sound knowledge on accounting procedures and principles.
- At least 3 years' experience of working in a busy environment.
- A commitment to learn and be open to new ideas and approaches.
- Excellent skills of operating Microsoft Office applications.
- A positive problem-solving approach.
- Good interpersonal and team-working skills.
- A commitment to work in a non-partisan manner.

Successful performance for this position will not be simply defined in terms of achievement, but equally is about 'how' the staff member goes about his/her job and the impact it will have to others. This will be:-

Innovative

Thinking creatively and outside of the box so that ideas generated create a positive outcome

Effective Communication

Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.

Responsive

Being responsive to changing priorities and demands

Working Efficiently

Planning, prioritizing and organizing work to ensure work is accurate and deadlines are met

Sharing Information

Sharing information and knowledge whilst maintaining confidentiality

Focus on Learning

Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further

Commitment

Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements

Driven

Drive and determination to deliver results

Accountable

Taking responsibility for appropriate decisions that you make, and the actions and behavior you demonstrate

Embracing Change

Openness to embracing change within the organization and being able to adjust plans/ activities accordingly

Motivated

Motivation towards achieving quality results to maximize potential

Team Player

Working as part of a team by being supportive, flexible and showing respect for each other