



**FEDERAL NEURO-PSYCHIATRIC HOSPITAL,
P.M.B. 1108, BENIN CITY, EDO STATE, NIGERIA**
www.fnphbenin.gov.ng, info@fnphbenin.gov.ng

INTERNAL AND EXTERNAL ADVERSITEMENT FOR THE POSITION OF DIRECTOR OF ADMINISTRATION

Federal Neuro-Psychiatric Hospital, Benin City hereby invites applications from interested and suitably qualified candidates for consideration for appointment to fill the under-listed position:

Job Title: Director of Administration

Location: Benin City, Edo State

Job Description and Responsibilities

Successful candidate must share the corporate Vision of the hospital and shall be:

- The Chief Administrative Officer of the Hospital.
- Responsible to the Chief Executive Officer/Medical Director for the day-to-day administrative work of the Hospital.
- Any other responsibility as assigned by the Chief Executive Officer/Medical Director or the Board of Management of the Hospital from time to time.

Qualifications

- Candidates must possess Bachelor degree in Health Science Management, any of the Social Sciences, Health Economics or related courses with a minimum of 2nd Class Lower Division.
- Candidates must have not less than fifteen (15) years post-qualification administrative experience in public health institution (State or Federal).
- Possession of a Master degree in Public Administration, Business Administration, Health Management and Planning or related fields will be an added advantage.

Conditions of Service and Remuneration

The post is pensionable and successful candidate shall be subject to the conditions of service and remunerations as are obtainable in Federal Tertiary Hospitals/Public Service in Nigeria.

Application Closing Date:

The closing date for the submission of applications is Six (6) weeks from the date of this advertisement.

Method of Application

Interested and qualified candidates are required to enclose and submit fifteen (15) copies of each of the following, in a sealed envelope marked "Post of Director of Administration" on the top left corner of the envelope:

- Typed written application.
- Curriculum Vitae.
- Photocopies of Degrees/Certificates/Testimonials and other relevant documents.
- Confidential reports from three (3) named referees who should be requested by the candidate to forward their confidential reports in sealed envelopes directly to the Medical Director.
- A composition of not more than 1,200 words on how the candidate wishes to key into the Corporate Vision, Mission and Value Statements of the Hospital.

All applications should be sent to:

The Medical Director
Federal Neuro-Psychiatric Hospital,
New Lagos Road, Uselu
P.M.B. 1108
Benin City
Edo State

Note:

Only applications of shortlisted candidates shall be acknowledged, please.

Signed:

Dan O. Efese

Assistant Director of Administration

for: MEDICAL DIRECTOR