

JOB DESCRIPTION FOR GENERAL MANAGER

Medical Board of Trinidad and Tobago (MBTT)

THE MEDICAL BOARD OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

JOB TITLE: General Manager, Medical Board of Trinidad and Tobago

MANDATE:

The General Manager, of the Medical Board of Trinidad and Tobago, provides managerial and strategic direction within the operations of the Board.

The incumbent will be responsible for executing the decisions and policies of the Council of the Medical Board of Trinidad and Tobago.

The incumbent must possess demonstrable change management experience and demonstrate excellent team commitment and leadership skills to facilitate the development, growth and performance of staff to ensure accountability and achievement of key deliverables in executing the strategic goals of the Council.

The incumbent will be expected to create and maintain a positive harmonious working relationship with staff, Council, Members of the Board and other stakeholders.

The incumbent must be business minded in creating an environment of developmental change that embraces the vision of the Council in expanding and redefining the role of Medical Board of Trinidad and Tobago.

TITLE OF IMMEDIATE SUPERVISOR: President of the Council of MBTT

KEY FUNCTIONS

- a. Assists in the achievement of the strategic goals and operational objectives of the Council of the MBTT.
- b. Attends Council meetings, report on ongoing operations, functions, and initiatives along with the preparation of minutes of meetings.
- c. Manage the staff of the MBTT secretariat in its execution of the directions of Council.
- d. Manage the financials of the organization and advise the Council on all financial matters.
- e. Ensures appropriate distribution of workforce resources to provide efficient and quality service in the execution of the functions of the MBTT.
- f. Reviews on a quarterly basis the performance of staff to ensure that existing practice and outcomes are in keeping with the goals of the Council in its service to the Members of the Board and the public in general.
- g. Collaborates with all staff on an on-going basis to address all issues relating to the provision and performance of services.
- h. Consults with the President, Secretary, and other Council Members in the execution of duties.
- i. Reports to the President promptly on all matters that may affect the performance of the services of the MBTT.
- j. Establish relationships and liaises with appropriate Ministries, organizations, societies, groups, service providers and all such other stakeholders to ensure the goals and directives of the Council are achieved.

- k. Establishes and implements mechanisms for maximizing the involvement of external stakeholders in the formulation and implementation of plans and directives of the Council.

KEY RELATIONSHIPS

- a. Reports to the President of the Council.
- b. Directly liaises with the Secretary, Council, and Staff.

KEY AUTHORITIES

Authorized to:

- a. Liaise with stakeholders and all such persons or agencies as authorized by Council, including but not limited to external stakeholders such as Financial Institutions, Ministry of Health etc.

KEY REPORTS

- a. Prepares Minutes of Meeting of Council.
- b. Prepares monthly financial reports.
- c. Prepares progress reports on ongoing projects and matters.
- d. Prepares other reports as required by the Council.

PERSONAL QUALIFICATIONS

The incumbent must be an expert leader with excellent communication skills, sound team building skills and results oriented. Must have proven change management skills and possess the ability to implement the strategic plans of the organization. The incumbent must also be able to think critically and analytically.

Candidates must possess a minimum qualification of a B.Sc. in Management and an MBA from an accredited University, together with relevant work experience at the senior management level of a minimum of ten (10) years.

This document is intended to reflect the general nature of the functions of the position and ought not be construed as exhaustive.