



Surge Response Role Profile (Health)

Job Title	Hospital Administrator
Classification Level	D - Technical support and expertise
Immediate Supervisor's Title	To be completed by line manager
Number of Direct Reports (if applicable)	To be completed by line manager
Number of Indirect Reports (if applicable)	To be completed by line manager

Job purpose

The Hospital Administrator works as part of the ICRC or the IFRC medical team and responsible for managing all non-clinical departments in the hospital. S/he is managing human and financial resources, consumables & equipment related to the hospital activities. S/he ensures proper administrative organisation within the hospital and makes certain that the required resources are available and used in the best possible way as per institutional guidance and protocols. S/he contributes to establishing plans of action, implementing them and monitoring the results.

Role (Job Requirements)

Job duties and responsibilities

Finance and administration

- Ensures accurate financial and administrative follow-up according to ICRC or IFRC standards
- Collects and analyses data, ensures proper reporting and take corrective measures when required for proper project implementation
- Contributes to the annual project planning process
- Ensures the compliance and respect of the ICRC or IFRC administrative procedures of the hospital team

HR management

- Leads and manages the ICRC or IFRC resident hospital team in cooperation with the HR Manager
- Recruits and hires resident staff according to national labour laws and procedures
- Produces job descriptions and appraises the resident hospital team staff

Logistic and stock management

- Manages all hospital supplies from ordering, stock management and dispensing
- Coordinates equipment and infrastructures functioning, including proper maintenance systems in collaboration with the relevant specialists
- Ensures the daily delivery of quality support services

Duties applicable to all staff

1.	Actively work towards the achievement of the organisation's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Degree in hospital/health structure management & administration	⊙	
Health ERU Training (provided by the Red Cross)		⊙
Experience	Required	Preferred
At least 3 years working experience in a hospital management & administration	⊙	
Experience of managing & supporting staff	⊙	
At least 2 years of professional experience in working in low-resource setting in a cultural context other than your own	⊙	
Knowledge & Skills		Required
Solid experience in hospital administration, including finance, HR and supply chain and stock management	⊙	
Leadership and team management skills	⊙	
Advocacy and negotiations capabilities	⊙	
Change management skills to promote and ensure safe practice and working environment	⊙	
Strong interpersonal skills	⊙	
Good understanding of the Red Cross and Red Crescent Movement	⊙	
Sensitivity to cultural, ethnic and gender diversity	⊙	
Able to adapt to harsh living conditions and/or unstable security environment	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
The Movement in the humanitarian sector	⊙		
Direction setting and operational objectives		⊙	
Safety and security		⊙	
Community engagement and accountability		⊙	
Protection, gender and inclusion		⊙	
Environmental sustainability		⊙	
Collaboration and teamwork		⊙	
Conflict management		⊙	
Interpersonal communication		⊙	
Cultural awareness	⊙		
Judgement and decision making		⊙	
Motivation	⊙		
Personal resilience	⊙		
Integrity	⊙		

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of at least one more IFRC official language (French, Spanish or Arabic)		⊙