



**BINGHAM UNIVERSITY TEACHING HOSPITAL,  
JOS PLATEAU STATE  
INTERNAL AND EXTERNAL ADVERTISEMENT**

**JOB TITLE: DIRECTOR OF ADMINISTRATION**

**Qualification:**

The candidate aspiring for the position of Director of Administration shall possess;

A good honours professional degree in Health Services/Public/Hospital Administration from a recognized university or its equivalent

Must not be more than 60 years and must be a Christian who believes and upholds ECWA doctrines of faith.

Minimum of five (5) years professional experience in management

Possession of Masters Degree or any relevant higher degrees or postgraduate professional qualifications in Hospital Management or any of the disciplines specified above would be an added advantage.

**DUTIES/JOB DESCRIPTION**

Successful candidate shall be:

Responsible to the Chief Medical Director for the day to day general administration of the Teaching Hospital

The Chief Administrative adviser to Chief Medical Director on general administrative matters

Taking charge of the general administration of the administrative department

Participating in formulation, execution and review of policies as directed by the Chief Medical Director and/or the Board

Secretary to the Governing Board

Conduct the correspondence of the Board and keep the records of the hospital.

Perform such other functions as the Board or the Chief Medical Director, as the case may be, may from time to time assign to him/her

### **METHOD OF APPLICATION**

Each candidate should submit twenty (20) copies of his/her written application with detailed curriculum vitae (CV/Resume) duly signed and dated providing the information as stated hereunder:

Full Name  
Place and date of Birth  
Gender  
Local Government of origin  
State of origin  
Nationality  
Marital status  
Number of children with age  
Schools attended with Academic/Professional Qualifications obtained with dates  
Previous employment indicating post with dates  
Present employment indicating post with dates  
Administrative and Managerial positions held with dates  
Research and publications with dates  
Vision and mission statements for the Administration of the hospital in not more than 1,500 words.  
Names and Addresses of four (4) referees one of whom should be the candidate's church pastor and the other, Chief Executive of his/her present or last place of work and who should be in a position to attest the candidate's academic professional and managerial abilities as well as moral character and uprightness.

### **TENURE OF OFFICE**

The appointment is for a term of two (2) years in the first instance, and may be renewed, subject to satisfactory performance and discretion of the Governing Board for another term of two (2) years.

### **CONDITIONS OF SERVICE AND REMUNERATION**

The Conditions of Service and remuneration is comparable to what obtains in other Nigerian Teaching Hospitals.

Interested and qualified candidates should submit their applications by Registered Courier or in person to the:

Director of Administration/Secretary of the Board  
Bingham University Teaching Hospital  
PMB 2238  
Jos, Plateau State, Nigeria  
Phone: 08181600465  
Email: [info@bhuth.org.ng](mailto:info@bhuth.org.ng)

The Envelop should be marked on the left hand side as application for the “post of CMD” or “post of DA” as applied. Only shortlisted candidates shall be invited for interview.

Closing Date: Six (6) weeks from the date of this publication

