



TITLE: CEO -Job Description

LOCATION: Ophthalmology Specialty Center: Bahir Dar, Ethiopia

The Himalayan Cataract Project / Cureblindness.org (HCP) is in the process of designing, developing, and constructing a self-sustaining center for eye health to address the existing problem of needless visual impairment in the Amhara Region of Ethiopia. Services provided at the center will be guided by the key principles of affordability, sustainability, high quality, effectiveness scalability and replicability. The business model for the center requires that the center be completely self-sustaining no later than the end of the 4th year of operation. HCP is looking for CEO candidates that are eager to participate in the planning and implementation of the project and who are willing to aggressively pursue self-sustainability by the end of the 4th year of operation or sooner. It is HCP's intent to create a flagship model for eye health that would realize an historic milestone in the delivery of eye care in Ethiopia. The Bahir Dar Ophthalmology Specialty Center shall be overseen by a Board of Directors, A Chief Executive Officer (CEO), and a Chief Clinical Officer (CCO). HCP is looking to hire a CEO immediately to ensure that the CEO is actively involved in the design, construction, and hiring of key personnel for the facility. The CEO and the CCO are critical positions for the facility and must have complimentary skills and the ability to work together to make the Bahir Dar Ophthalmology Specialty Center a success.

Job Summary:

The CEO is expected to manage the many departments and requirements and overseeing the daily operations of the Eye Center while following the BoD initiatives and strategic plans. He or she will oversee: Operations Management, Financial Management, Human Resources Management, Legal Responsibilities, and Communications for the Eye Center. The CEO is responsible for setting and following standards for excellence in operations and implementing policies and procedures. He or she's responsibilities include monitoring the Eye Center's finances for growth that is consistent with the business plan. The CEO shall report and be directly responsible to the Board on all matters related to the maintenance, operation, and management of the Eye Center.

The CEO will be expected to perform the following responsibilities and duties:

Operations Management:

- Planning, organizing, and directing and controlling the day to day operations of the Eye Center twenty-four (24) hours per day, seven (7) days per week.
- Formulating, monitoring, and adjusting the overall business plan.
- Overseeing the organization and management of both facilities and staff. Specific duties include: Strategic planning, formulating a master budget, creating and

maintaining a safe quality environment and model a positive culture that encourages productivity.

- Leading the development and implementation of policies and guidelines to be used in the Eye Center
- Coordinating with internal Management Committee regarding day to day management of the Eye Center. The CEO is the chairperson of the committee.
- Ensuring Eye Center is in compliance with all applicable laws, requirements, its policies, procedures and plans of correction
- Design and maintain strategies and procedures to deal with adverse events, putting those plans into action whenever necessary.
- Ensuring the patients' health, safety, and well-being
- Being familiar with health insurance reimbursement procedures, if applicable

Financial Management:

- Full Profit and Loss responsibility
- Able to convert a business model into actual results as projected
- Produce Monthly, Quarterly, and Annual financials according to GAAP
- Coordinate and manage annual audits performed by independent external auditors
- Develop and manage annual budgets
- Manage cash flow, accounts payable, accounts receivable, and payroll

Human Resources Management:

- Ensuring that qualified personnel are hired and instituting policies and practices aimed at retaining these individuals
- Ensuring employees have everything they need to do their jobs properly
- Fostering employee engagement in the workplace, providing training and advancement opportunities.
- Ensure streamlined channels for employee suggestions and feedback
- Maintaining staff appropriate to meet patient needs

Legal Responsibilities:

- Design and maintain a compliance program for all applicable laws, regulations
- Being familiar with and complying with accreditation and licensure requirements.
- Developing and implementing procedures on collecting and reporting information on abuse, neglect and exploitation
- Ensuring that investigations of suspected abuse, neglect or exploitation are completed and appropriate steps are taken to protect patients
- Ensuring appropriate response to reports from the Authority

- Notifying the appropriate organ in writing where the CCO leaves for a period not more than thirty(30) days with the equivalent substitute he / she assigns for that period. In case of emergencies, notification shall be made immediately

Communications:

- Information management, internal communications, and community relations
- Serve as liason with Board, medical staff, departments, business staff and committee
- Responsible for developing and maintain open lines of communications that enable the systems to functions swiftly and efficiently.
- Bolster community relations by clearly communicating the Eye Center's vision and mission, attending local seminars and outreaches, and traveling to professional gatherings and conventions to promote the Eye Center.

Qualifications and Skills:

- Bachelor's or Master's Degree in Business Administration, Law or Liberal Arts
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Proven experience as CEO or in other managerial position
- Strong understanding of corporate finance and performance management principles
- Familiarity with diverse business functions such as marketing, PR, finance, etc.
- In-depth knowledge of corporate governance and general management best practices
- Analytical abilities and problem-solving skills
- Advanced skills in MS Office (specifically Excel and Powerpoint) and professional accounting software
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly.
- Strong command of English language

To Apply

We invite qualified candidates to submit a cover letter and CV. Application materials and additional inquiries may be sent to jobs@cureblindness.org.