

## Hospital Administration Mentor

### Ministry of Health and Medical Services – National Referral Hospital , Solomon Islands

<b>Assignment title</b>	Hospital Administration Mentor		
<b>Partner organisation</b>	National Referral Hospital		
<b>Location</b>	Solomon Islands	Honiara	
<b>Type of assignment</b>	In-country Assignment		
<b>Duration of assignment</b>	6 months		
<b>Assignment phases</b>	<b>Phase</b> 1	<b>Mode</b> In-Country	<b>Duration</b> 6 months
<b>Proposed start date</b>	17 August 2026		
<b>Website</b>	Not Available		
<b>Australian organisation:</b>	Linked with ACEM, RANZCOG, DFAT		

#### ABOUT THE PARTNER ORGANISATION

The National Referral Hospital (NRH) is the only tertiary-level hospital in Solomon Islands. NRH provides approximately 330 acute and subacute beds. Specialist units include Emergency, Obstetrics and gynaecology, Internal Medicine, Paediatrics, Surgery, and Anaesthetics. Subacute units include Orthopaedics, Oncology, ENT, Ophthalmology, Non-Communicable Diseases, and Medical Imaging. NRH is a division within the Ministry of Health and Medical Services (MHMS), which is responsible for managing and delivering health and medical services for the Solomon Islands' population. NRH is the national referral centre, providing specialized care to patients referred from provincial hospitals nationwide. Strengthening hospital management and cost analysis is essential for improving service planning and sustainability.

#### ABOUT THE ASSIGNMENT

This assignment will support NRH management in conducting a case-mix study of selected service units to enhance future hospital information management systems, efficient patient care, quality assurance, quantification, resources management, including budgeting and planning. The role will focus on gathering clinical, operational and financial data to analyse resource allocation, efficiency and service delivery costs. This will enable NRH to make evidence-based decisions for financial sustainability and service prioritisation.

**ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES**

The volunteer will work alongside members of the National Referral Hospital to support the below objectives:

Assignment objectives	Proposed activities
<p><b>In-Country Phase Objective:</b> Team supported to develop financial models to improve budgeting, cost efficiency and sustainability for the NRH.</p>	<ul style="list-style-type: none"> <li>• Work with the team to conduct a case-mix study of selected NRH service units.</li> <li>• Capacity strengthen through training in patient data management, administrators and management staff in case-mix quantifications, costings, services packages or pathways with costing methodologies and resource allocation planning.</li> <li>• Support the implementation of data-driven financial planning for future service expansion and hospital sustainability.</li> </ul>
<p><b>In-Country Phase Objective:</b> Capacity development of NRH’s team in charge of patient care management, health information systems, finance and management teams.</p>	<ul style="list-style-type: none"> <li>• Support a review of suitable development of patient care models, quality enforcement practices and costing model understandings to improve patient care management, costing and finance, budgeting and cost-efficiency.</li> <li>• Provide recommendations for improved hospital clinical best practices models with financial governance and cost efficiency.</li> </ul>
<p><b>In-Country Phase Objective:</b> Improvement with implementing a data-driven patient care case mix.</p>	<ul style="list-style-type: none"> <li>• Hospital departments, clinical SOPs, disease classifications, costing planning for future service expansion and hospital sustainability supported through data driven planning and activities.</li> </ul>
<p><b>Inclusion objective and proposed activity</b></p>	
<p>The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).</p> <p>The volunteer will work alongside members of NRH to:</p>	

- Support ongoing inclusion activities.

**SELECTION CRITERIA**

**Education and qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Masters Degree in Health Administration, Health Economics, Public Health or Business Administration (Healthcare focused)</li> <li>• Minimum of 5 years experience in hospital administration, healthcare finance or operational research.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with hospital case-mix practices and clinical SOP development.</li> <li>• Awareness of WHO or regional health finance guidelines.</li> </ul>

**Knowledge and experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrated experience in conducting clinical SOP development with hospital costing studies, case-mix analysis or health financing research.</li> <li>• Strong data analysis, SOP development and financial modelling skills.</li> <li>• Demonstrated experience in training and mentoring staff in financial and operational management practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of case-mix classification systems and hospital financing.</li> <li>• Experience working in low-resource health case settings.</li> <li>• Ability to effectively work in cross-cultural context.</li> </ul>

*Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.*

**Line Manager: NRH Chief Executive Officer**

**Working relationships:** *Clinical Governance Committee; Hospital Administrative and Management Technical service units (e.g., Surgery, Internal Medicine, Emergency);MHMS Health Financing Division; External partners supporting hospital financing and efficiency improvements,*

**Hours and days of work:**

<b>In-country phase</b>
Full time

**Leave:** All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

**Work from home:** Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

**Professional indemnity insurance** *(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):*

No, this assignment is not deemed to require professional indemnity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

**LIFE AS A VOLUNTEER**

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

**Country context**

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links:

<https://www.australianvolunteers.com/countries/solomons> and <https://www.dfat.gov.au/geo/solomon-islands>

**HOW TO APPLY**

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at [indigenouspathways@australianvolunteers.com](mailto:indigenouspathways@australianvolunteers.com). Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

### Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.