THE LEPROSY MISSION TRUST INDIA (TLMTI)

Job Title: SUPERINTENDENT

Number of Positions: 01

Place of posting: Nandnagri, Shahdara (Delhi)

Reporting to: Head – Health Programs

Background of the Organization:

The Leprosy Mission was founded in 1874 as ‘The Mission to Lepers’ by an Irishman named Wellesley Cosby Bailey, in Ambala, India. Subsequently in 1973, The Leprosy Mission Trust India (TLMTI) was registered as a Society under the Societies Registration Act of 1860. TLMTI is the largest leprosy-focused non-governmental organisation in India and is headquartered in New Delhi, India. The organisation works with people affected by leprosy and other neglected tropical diseases (NTDs), people with disabilities, and marginalised communities, especially women. TLMTI has a diverse set of programmes – Healthcare, Sustainable Livelihood, Community Empowerment, Advocacy, and Research and Training. These programmes are implemented through 14 hospitals and two clinics, six vocational training centres, five residential care homes for elderly persons affected by leprosy, community empowerment projects, and a research laboratory, spread across 10 states of India.

Role Summary

- To provide leadership, organization and direction for the hospital, in keeping with the relevance of the hospital to the community and to people affected by leprosy, and in keeping with the vision and objectives of The Leprosy Mission Trust India
- To be responsible for the sustenance of the services provided by the hospital towards these ends.
- To provide mentorship to the Unit staff.

Duties & Responsibilities:

The Superintendent shall be duly responsible for the overall medical, administrative and financial affairs of the Hospital.

A. With respect to administration, management and discipline:

1. Shall be responsible for the overall implementation of the Country Strategy and serve as implementer of all aspects of the medical, financial and social work carried on.
2. Shall be responsible to lead the staff, towards achieving the goals of the mission, particularly specified in the annual plans. He shall take steps to comply with the performance evaluation management, in force within the mission.
3. Shall be custodian on behalf of The Leprosy Mission Trust India for all moveable and immovable properties; the payment of all taxes and assessments levied by the Government or Municipality or local authority. Shall be responsible for the maintenance and upkeep of all building.

4. Shall be custodian of all official documents and papers covering moveable or immovable properties unless, otherwise directed by the Director.

5. Will be responsible for any legal implications.

B. With respect to Finance:

1. Shall be the controller of all funds provided by The Leprosy Mission Trust India and all grants from Government or other receipts from donors, patients and others and shall be responsible for the operation of the work carried out in his centre and to see that all financial transactions are carried out according to the Mission’s policies and Accounting Procedure.

2. Shall be responsible for the implementation of the approved budget, audits and tax deduction as per prevailing laws/rules.

3. Shall have the vision and aim to lead the Unit towards Financial sustainability.

C. With respect to Patient Care and Treatment

1. Shall be responsible to see that both out and in-patients are attended properly and efficiently by the respective medical, nursing and general staff by providing necessary service facilities.

2. Ensure overall wellbeing of the patients.

3. Be relevant and keep abreast with the latest medical advancement in relation to patient management/care.

F. With respect to Community:

1. Shall be responsible to cultivate good wholesome relations with the community, other likeminded NGOs and public officers in his / her locality.

2. Shall make every effort to promote goodwill for the cause of The leprosy Mission Trust India and those who suffer from leprosy, so that the barriers of stigma, rejection and unconcern against this disease might be overcome.

Professional Qualifications & Experience

Qualifications: Post Graduate degree in relevant field (Social Sciences / Public Health / Health Sciences / Hospital Management / Post Graduate Medical Degree).

Experience: 10 to 15 years with at least 10 years at leadership role of a mid-size hospital.

Age: less than 50 years.
Person Specification:

- Strong leadership skills and able to inspire and lead teams to be high performing and achieve set objectives.

- Ability to represent the organisation with effective presentation and communication skills.

- Willingness to take challenge.

Interested candidates can share their curriculum-vitae through jobs@leprosymission.in before January 31, 2020.

TLMTI is an equal opportunity employer and qualified women candidates / differently abled persons are encouraged to apply. Our policies and procedures reflect our commitment to child rights, child protection, safeguarding of our staff members, individuals / communities disadvantaged by leprosy and other marginalised communities.