

# Hospital Administrator | District Hospitals

## Job Description

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District hospitals in Meghalaya are expected to deliver tertiary-care clinical services while also functioning as key nodes for district-level planning, supervision and public-health programme implementation. To ensure efficient, accountable and responsive management of non-clinical and administrative hospital operations, the Department of Health & Family Welfare, Government of Meghalaya, is seeking dedicated **Hospital Administrators** to coordinate finance, human resources, logistics, infrastructure, quality & patient safety, and linkages with district/state health governance structures.

**The Hospital Administrator posts will be supported through Gates Foundation grants under its partnership with the Government of Meghalaya.**

**Position:** Hospital Administrator (District Hospital)

**Number of Vacancies:** 14

**Age Limit:** 45 years

**Reports To:** Medical Superintendent of the respective District Hospital

**Contract Type:** Contractual Fixed-Term for 1 year. Extendable based on performance

**Remuneration:** Rs. 50,000/- per month (*The offered salary may be increased by 20 percent based on education and experience*)

### **Role & Responsibilities:**

- Oversee non-clinical hospital operations: administration, finance, HR, procurement, stores and maintenance.
- Prepare & monitor annual hospital operational plan and budgets; ensure timely and accurate financial reporting and utilization of available funds.
- Implement and monitor compliance with IPHS standards, MoHFW reporting formats, hospital SOPs, infection control and patient-safety protocols.
- Manage human resources: duty rosters, staff deployment, contract staff oversight, training needs coordination with the Medical Superintendent, District and state leadership.
- Lead procurement, inventory management (drugs, consumables, equipment) and preventive maintenance; coordinate tendering where applicable.
- Supervise patient administration services: admissions, referrals, billing (if applicable), grievance redressal, and patient flow optimization.
- Support emergency preparedness and effective use of referrals/ ambulance services.
- Liaise with district/state health authorities, District Health Society, donors/partners and community representatives for planning and resource mobilization.
- Any other tasks assigned by the Medical Superintendent relevant to hospital functioning.

### **Qualification**

- Master's degree in Healthcare/Hospital Management, Hospital Administration, Public Health, or Management.
- Desirable: certification in quality management, procurement, or public finance

**Experience:**

- **Desirable:** 7 years of progressively responsible experience in hospital/health facility management.
- At least 3 years experience in a managerial role in a government health facility, large public hospital, or health programme would be advantageous.
- Demonstrated experience in managing budgets, procurement/tenders, HR administration would be advantageous.
- Experience working with state/district health systems and familiarity with public health system processes would be advantageous.

**Skills:**

- Strong operational, financial and people-management skills.
- Proficiency in HMIS, basic accounting (PFMS/e-office familiarity desirable), MS Office and dashboarding/reporting.
- Good communication and stakeholder management (ability to work with clinicians, district/state officials and community).
- Problem-solving, planning and quality improvement orientation.
- Integrity, attention to detail, ability to work in resource-constrained settings and readiness for on-call coordination.

**To Apply:**

- To apply for this role, please fill in the application form by clicking on this [link](#).
- Last date for filling the application form is **27 February 2026**.
- **Only shortlisted candidates will be contacted for an interview.**