SOUTHERN REGIONAL HEALTH AUTHORITY

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position:

PARISH PERSONNEL OFFICER (GMG/AM3) (Clarendon)

Reporting to the Parish Manager, the successful candidate will be responsible for ensuring the delivery of efficient and effective Personnel Services for the parish.

**Qualifications and Experience:**
- Diploma in Human Resources Management from an accredited tertiary Institution.
- BSc in Business Administration or equivalent would be a definite asset.
- Minimum of four (4) years working experience in Personnel Administration.
- Computer literacy.
- Strong leadership and interpersonal skills.

**Specific Knowledge:**
- Knowledge of Labour laws and Industrial Relations practices.
- Ability to communicate effectively in oral & written formats.

**Key responsibilities will include:**
- Expediting the recruitment processes.
- Leave administration.
- Compensation and benefits administration.
- Management and maintenance of personnel records/database.
- Processing of training requests.

*Applications along with resume should be sent no later than July 14, 2017 to:*

Director, Human Resource & Industrial Relations  
Southern Regional Health Authority  
3 Brumalia Road  
Mandeville.

*Fax (876) 962-8233*  
*E-Mail – jobs@srha.gov.jm*

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**