



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness 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 in **MANCHESTER HEALTH DEPARTMENT**:

**Secretary - Human Resource Department (OPS/SS1) - Vacant**

Salary range \$1,439,455 - \$1,935,907 per annum and any allowance(s) attached to the post.

**Job Summary**

Reporting to the Senior Human Resource Officer, the incumbent will be responsible for providing secretarial support for the effective operation of the Human Resource Department.

**Qualifications and Experience**

- Graduate from a Secondary School with at least 4 subjects, including English Language at the CXC or GCE "O" level or equivalent and Typewriting at a speed of 30-35 words per minute.

**OR**

- Successful completion of a course of study at an accredited Secretarial School with proficiency in Typewriting at a speed of 30-35 words per minute and English Language at CXC or GCE 'O' Level or equivalent.
- Certificate in Administrative Management level 1 would be an asset

**Plus**

- A minimum of one (1) year working experience as a Secretary

**Key responsibilities will include:**

- Receives, answers, screens and makes telephone calls for the department and refers to appropriate officers from time to time
- Receives visitors and screens appropriately
- Prepares letters and other correspondence as instructed for the Senior Human Resource Officer/Authorized personnel signature
- Schedules meetings and appointments on the instruction of the Senior Human Resource Officer;
- Receives, opens, sorts and log incoming mail and dispatches to relevant personnel
- Logs and dispatches incoming and outgoing documents to respective officers
- Operates office equipment such as printer/photocopier and scanner, in support of the work of the department
- Maintains adequate supply of stationery and other office supplies for the department

Applications along with resume should be sent no later than **Tuesday May 21, 2024** to:

**The Senior Human Resource Officer**  
**Manchester Health Department**  
**5-7 Ward Avenue**  
**Mandeville**  
**Manchester**

*E-Mail* – [mhdhrdepartment@gmail.com](mailto:mhdhrdepartment@gmail.com)

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

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