

JOB VACANCIES



SOUTHERN REGIONAL HEALTH AUTHORITY

3 BRUMALIA ROAD, MANDEVILLE, MANCHESTER, JAMAICA WI
TEL.: (876) 625-0612-3, 962-9491 or 962-8232 | FAX: (876) 962-8233 | WWW.SRHA.GOV.JM

The Southern Regional Health Authority (SRHA) is 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.

The Authority invites applications from suitably qualified persons for the following positions within the **Accounts Department – Regional Office:**

JOB TITLES	QUALIFICATIONS & KEY RESPONSIBILITIES
Records Officer (PIDG/RIM2) One (1) position	<ul style="list-style-type: none">• 4 GCE O'Level, CXC subjects at the standard acceptable grades inclusive of English Language and Mathematics.• Training in Records Management will be an asset• Purging and Labeling of Financial Records• Reporting on Project Progress
Attendant (HSC/HS1) One (1) position	<ul style="list-style-type: none">• Secondary School Certificate• Lifting and Removing of Financial Records eg. Boxes

Applications along with resume should be sent to *no later than* **July 20, 2018** to:

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

FAX: (876) 962-8233

E-Mail: jobs@srha.gov.jm

NB. THANKS FOR APPLYING BUT ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED!!!