



# 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:

## **Operations Manager (GMG/SEG 1) Black River Hospital**

Under the general supervision of the Chief Executive Officer, the incumbent will have overall responsibility for Dietary and Laundry Services, Linen Room, Morgue, Procurement, Stores, Inventory Control, Security Contracts, Janitorial Contracts, Transportation, Labour and Mechanical Operations, Portering Services and Ground Maintenance.

### **Qualifications and Experience**

The ideal candidate must possess:

- First Degree in Hospital/Health Service Management or Business Administration/Management Studies
- Certificate in Supervisory Management
- Certificate in Project Management
- Certificate in Operations Management would be a definite asset
- A minimum of five (5) years' experience at the management level

### **Required Skills and Specialized Techniques**

- Drafting skills is a definite asset
- Working knowledge of Government procurement procedures, supplies management and asset management
- Working knowledge of operations within a hospital setting
- Good knowledge of quality assurance methods within a hospital
- Knowledge of Accounting procedures within the public sector
- Knowledge of relevant computer applications
- Ability to communicate effectively in both oral and written formats
- Well-developed human relations skills
- Good analytical skills

### **Key responsibilities will include**

- Assisting in the implementation and monitoring of operational procedures relating to quality assurance
- Responsibility for the efficient provision of support services within the hospital and ensuring that cost effective measures are instituted. This includes monitoring of contracts for cleaning and portering and security; to ensure satisfactory performance.
- Developing and implementing strategies to keep communication channels open thus promoting continuous flow of information with the hospital.
- Participation in all planning which will impact the efficiency of all relevant departments.
- Responsible for the purchasing and procurement of all relevant supplies

Applications along with resume should be sent no later than **Friday, October 26, 2018** to:

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

**FAX (876) 962-8233**

**E-Mail - [jobs@srha.gov.jm](mailto:jobs@srha.gov.jm)**

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