



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:

REGIONAL PERSONNEL OFFICER (GMG/AM 4) (SRHA Regional Office)

Reporting to the Regional Personnel Manager, the successful candidate will be responsible for ensuring the delivery of efficient and effective Human Resource Services and HR related payroll administration within the Region.

Qualifications and Experience:

- BSc in Human Resource Management or equivalent would be a definite asset.
- Minimum of three (3) years working experience in Human Resource Management and Personnel Administration.

Specific Knowledge and Skills

- Knowledge of Labour laws and Industrial Relations practices.
- Knowledge of Government Human Resources Policies and Procedures.
- Ability to communicate effectively in oral & written formats.
- Comprehensive knowledge of relevant computer systems and applications.
- Expert knowledge of the procedures and practices of recruitment.
- Excellent interviewing techniques.

Some Key responsibilities will include:

- Expediting the recruitment processes.
- Compensation and benefits administration.
- Succession planning and career path activities.
- Management and maintenance of personnel records/database.
- Monitoring and coordinating the contractual arrangements between the employer and the employees.

*Applications along with resume should be sent 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!!!**