



# Southern Regional Health Authority

## Clarendon Health Department



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 position at Clarendon Health Department.

### **ADMINISTRATOR (GMG/AM 2) – (Vacant)**

Salary Range (\$986,421 - \$1,172,544 per annum and any allowance (s) attached to the post)

#### **Job Summary**

Reporting to the Parish Administrative Officer the incumbent will assist in providing administrative/ management support services to the Parish Manager, Medical Officer of Health and the parish office and various public health facilities throughout the parish as well as the efficient management of the parish's fleet of vehicles.

#### **QUALIFICATION AND EXPERIENCE:**

- Diploma/Associate Degree preferably in Health Sciences/Business Administration, Management Studies or equivalent.
- Bachelor's Degree would be an asset.
- Minimum of three (3) years experience at a supervisory level.

#### **SPECIFIC KNOWLEDGE REQUIRED:**

- Working knowledge of procurement supplies management, assets management, maintenance and fleet management.
- Good knowledge of quality assurance methods.
- Knowledge of basic accounting procedures within the public sector.
- Good knowledge of relevant computer applications (Microsoft Excel, word, and Power Point).
- Knowledge of strategic management and planning

#### **KEY RESPONSIBILITIES WILL INCLUDE:**

- Assisting with the management of the parish's fleet of vehicles ensuring efficiency in usage.
- Ensuring the proper maintenance of buildings, equipment and machinery within the parish.
- Liaising with the relevant staff to facilitate waste disposal activities for primary care facilities within the parish.
- Ensuring request for supplies from health facilities are delivered on time and monitoring the distribution of stocks requested from health centres in order to avoid overstocking and expiration of stock.
- Updating department heads periodically on the policies and systems that are currently in operations and ensure that there is strict adherence to them.

#### **SPECIAL CONDITIONS ASSOCIATED WITH JOB:**

- Extensive travel required throughout the parish in conducting duties.
- Required to inspect buildings and grounds of the parish office and health centres.

Applications along with résumés should be sent no later than **Thursday, December 24, 2020** to:

The Parish Personnel Officer  
Clarendon Health Services  
Block E, Old May Pen Hospital Building  
1 Muirhead Avenue, Denbigh, Clarendon  
Email : [chdpersonneldept@yahoo.com](mailto:chdpersonneldept@yahoo.com)

***NB: We thank all applicants for responding; however, only short listed applicants will be contacted.***