

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

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 the **ST. ELIZABETH HEALTH SERVICES**:

ADMINISTRATIVE ASSISTANT (GMG/AM 2) - Re-Advertised

(Salary range \$1,711,060 - \$2,301,186 per annum and any allowance (s) attached to the post)

Job Summary:

The incumbent is responsible for providing administrative and secretarial support to the Medical Officer of Health in the general co-ordination of the technical services of the parish.

Qualification and Experience:

- Diploma in Business Administration/Certificate in Administrative Management (MIND) Level 1-3 or equivalent
- A minimum of three (3) years' working experience as an Administrative Assistant within a health environment

Specific Knowledge/ Required Skills

- Ability to communicate effectively both orally and in written format with persons at all levels
- Ability to use Microsoft applications (Word, Excel and PowerPoint)
- Excellent inter-personal skills
- Excellent time management, planning and organizing abilities
- Ability to work under pressure

Key Responsibilities

- Assist in the co-ordination of the technical activities with the parish, inclusive of liaising with senior managers accordingly
- Collection, collation, recording and dispatching of data/notifications
- Compilation of reports for programme areas
- Compilation and routine updating of the Disaster Plan
- Record, transcribe and circulate minutes of meetings chaired by the Medical Officer of (Health)
- Maintain an efficient and effective filing system

Applications along with resume should be sent **no later than May 15, 2024** to:

The Senior Human Resource Officer
St. Elizabeth Health Department
1 Brigade Street
Black River, St. Elizabeth
E-Mail - sehdpersonneldept@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.