

## **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](http://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:

### **ASSISTANT PERSONNEL OFFICER (GMG/AM 2) - MAY PEN HOSPITAL** (Salary range \$986,421 - \$1,172,544 per annum and any applicable allowances)

#### **JOB SUMMARY**

Under the general supervision of the Personnel Officer, the successful candidate will be responsible for assisting with the provision of Personnel Services for the hospital.

#### **Qualifications and Experience**

- Diploma in Human Resource Management or equivalent qualification
- Training in Personnel Management (MIND Institution)

#### **Plus**

- A minimum of two (2) years' experience in Personnel Administration within a public sector organisation

#### **Specific Knowledge**

- Working knowledge of the Authority's Human Resource Policies and Procedures
- Working knowledge of the Staff Orders and Public Service Regulations
- Working knowledge of the laws, procedures and practices pertaining to salary administration, employee benefits and welfare, employment and termination
- Working knowledge of computerized human resources information systems

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

- Ability to communicate effectively in oral & written formats.
- Proficiency in Microsoft Office Applications (Word, Excel, Power Point, Access)
- Strong problem solving, interpersonal and time management skills.
- Ability to exercise sound judgment.
- Excellent planning and organizing skills.
- Confidentiality and integrity must be maintained.

#### **Key responsibilities will include:**

- Assisting in expediting the recruitment processes
- Participating in succession planning and career path activities
- Leave administration
- Assisting in Compensation and benefits administration
- Management and maintenance of personnel records/database
- Processing of training requests

*Applications along with resume should be sent no later than **Friday, November 5, 2021** to:*

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

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

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