



MINISTRY OF  
**HEALTH & WELLNESS**  
Regional Health Authority



**Clarendon Health Department**  
**Compassion | Accountability | Respect | Efficiency**  
1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI  
Tel: (876)828-1894/790-9906 | Fax:(876) 986-9713  
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 at **LIONEL TOWN HOSPITAL**:

**ADMINISTRATIVE ASSISTANT (GMG/AM 2/Pay Band 4)-VACANT**

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

Reporting to the Chief Executive Officer, the successful incumbent will be responsible for providing administrative and secretarial support to the Chief Executive Officer in the general co-ordination of all aspects of the delivery of health care within the parish.

**Qualifications & Experience:**

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

**Required Knowledge, Skills and Competencies:**

- Excellent typing skills
- Good oral and written communication skills
- Good time management and organizing skills
- Good interpersonal and customer service skills
- Ability to work on own initiative
- Professional attitude and confidentiality
- Sound knowledge of computer applications - Microsoft Word, Excel, Power Point, Publisher and Access
- Working knowledge of standard office procedures and control systems
- Working knowledge of inventory and supplies management

**Key Responsibilities will include:**

- Assisting the Chief Executive Officer in co-ordinating/monitoring the delivery of health care within the Parish.
- Providing administrative support services to the Chief Executive Officer.
- Ordering and monitoring the inventory of refreshment items to ensure that adequate levels are maintained and securely stored.
- Requesting petty cash to purchase emergency and urgent items for the Administration Department.
- Managing the booking of the Conference Room and ensure it is well maintained.
- Maintaining a complaints file and liaising with the Customer Care Assistant in respect of follow-up action.
- Assisting with monitoring a variety of long and short-term projects/programmes within the Parish.
- Participating in staff communications within the hospital and ensure that information is disseminated to the relevant persons within the specified time-frame.

- Making the required arrangements for the repair of office equipment, fittings and fixtures.

Applications along with resume should be sent no later than **Tuesday, November 05, 2024** to:

**Senior Human Resource Officer**  
**Clarendon Health Department**  
**1-3 Jackson Street**  
**Denbigh, Clarendon**  
E-Mail: [lthjobs365@gmail.com](mailto:lthjobs365@gmail.com)

**\*\*IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME  
OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

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