



Southern Regional Health Authority



Black River Hospital

Compassion | Accountability | Respect | Efficiency

45 High Street, Black River P.O., St. Elizabeth, Jamaica WI

Tel: (876) 965-2212 / 634-3699 / 634-1893

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 at the **BLACK RIVER HOSPITAL**:

RECORDS OFFICER (PIDG/RIM 2) - Lab

(Salary range \$1,711,060-\$2,301,184 per annum and any allowance(s) attached to the post)

Job Summary:

To provide clerical and administrative support to the department. To compile and verify data and store electronically.

Qualifications and Experience:

- Five subjects at CSEC/GCE O' Level/City of Guilds inclusive of English Language and Mathematics.
- Certification in Information Technology/Computer Science
- Minimum 2 years' work experience in the field of data management field

Specific Knowledge and Required Skills:

- Good knowledge of Office Administration procedures and practices
- Good knowledge of Computer Applications, data entry processes
- Ability to prepare reports as instructed.
- Good knowledge of basic Inventory Management processes
- Good interpersonal communication skills
- Good conflict resolution skills
- Excellent time management skills
- Excellent customer service skills

Key responsibilities will include:

- Keeping and tracking electronically and hard copy of received data and source documents accordingly.
- Preparing and sorting source documents and identifies and interprets data to be entered.
- Contacting originators of source documents to resolve questions, inconsistencies, or missing data (reports).
- Compiling reports from existing records; assist with special projects by searching computer files and gathering records as requested.
- Entering data from source documents into computer following format displayed on screen, and necessary codes.
- Making necessary corrections to information entered.
- Keeping records of works completed.
- Organizing and maintaining files of records and correspondence of both routine and confidential nature.
- Taking minutes of monthly meetings.
- Providing routine office support such as making copies, scanning, answering phones, preparing correspondence for mailing, and delivering and picking up correspondence.
- Communicating with clients as is instructed.

Applications along with resume should be sent **no later than October 29, 2026**, to:

The Senior Human Resource Officer Actg.

Black River Hospital

45 High Street, Black River, St. Elizabeth

Tell: (876) 317-9542

E-Mail - brhjobs00@gmail.com

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

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.