



MINISTRY OF
**HEALTH &
WELLNESS**

Southern Regional Health Authority

PERCY JUNOR HOSPITAL

Compassion | Accountability | Respect | Efficiency

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 **PERCY JUNOR HOSPITAL**:

SECRETARY 2- (OPS/SS 2 - BAND 3)

(salary range \$1,439,455 - \$1,935,907) per annum and any allowance (s) attached to the post)

Under the general supervision of the Senior Medical Officer, the incumbent is responsible for ensuring the efficient provision of administrative and secretarial support services to the Senior Medical Officer.

Qualifications and Experience:

- Successful completion of the Certificate in Administrative Management (CAM) Level 4 from MIND or equivalent.
- English Language at CXC or GCE "O" Level
- A minimum typing speed of 55 words per minute with at least 95% accuracy.
- Minimum of four (4) years' general office experience

Specific Knowledge, Skills & Competencies:

- Knowledge of Medical Staff Policies & Procedures Manual
- Knowledge of Office Administration
- Knowledge of Supplies Management
- Knowledge of Inventory Management
- Knowledge of Events Planning
- Knowledge of Meeting Management
- People Management skills
- Appointment Scheduling
- Working knowledge of Computer applications such as Microsoft Word, Excel & Power Point
- Minutes taking and shorthand skills
- Excellent oral and written communication skills

Key responsibilities will include:

Technical/Professional/Administrative

- Performing office procedures including scheduling appointments, answering telephone, faxing correspondence, responding to emails and copying documents.
- Ensuring meetings are properly executed.
- Communicating relevant information to Medical Officers.
- Recording, sorting and dispatching incoming/outgoing correspondence.
- Directing all telephone calls to relevant officers or taking messages and ensuring the messages are communicated.

- Disseminating information to internal/external customers.
- Ensuring minutes are taken and circulated to the relevant staff.
- Screening and directing visitors to the appropriate officer.
- Preparing and collating documents.
- Downloading emails and forwarding to relevant officer.
- Ensuring that documents and correspondence are photocopied.
- Dispatching outgoing mails and ensuring incoming mails are documented and dispatched.
- Keeping a Calendar of Events, Meetings and Reports and reminding the SMO of upcoming dates.
- Maintaining an efficient filing system.
- Maintaining stationery and office supplies for the Department. Monitoring and controlling usage.
- Performing any other related duties which may be assigned by the Senior Medical Officer from time to time.

Applications along with resume should be sent no later than **Thursday, June 18, 2026** to:

Human Resource Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon
E-Mail - percyjunorhospitaljobs@gmail.com

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

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE
POSITION FOR WHICH YOU ARE APPLYING **

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.