

Southern Regional Health Authority

Manchester Health Department

Compassion | Accountability | Respect | Efficiency

5-7 Ward Avenue Mandeville PO Manchester

Tel: [876-613-1543](tel:876-613-1543) / 1876-613-5895 / 876-613-5739

Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health 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 **MANCHESTER HEALTH DEPARTMENT**:

ASSISTANT HUMAN RESOURCE OFFICER (GMG/AM3) - (VACANT)

(Salary range \$2,190,302 - \$2,945,712) per annum

Under the general supervision of the Senior Human Resource Officer, the incumbent will assist with the administering a range of Human Resource activities and procedures consistent with the Human Resource Policies, Regulations and the Strategic Objectives of the HRM & D Unit.

Minimum Qualifications and Experience:

- Associate Degree in Human Resource Management or Public Administration/Public Sector Management/Management Studies
- Minimum two (2) years working experience within the area of Human Resource

Specific Knowledge, Skills and Competencies:

- Working knowledge of the laws, procedures, and practices pertaining to salary administration, employee benefits and welfare, employment and termination.
- Sound knowledge of the Authority's human resources policies and procedures.
- Sound knowledge of the Staff Orders and the Public Service Regulations and Labour Laws
- Comprehensive knowledge of relevant computer systems and applications
- Good interviewing techniques
- Good oral and written communication skills.
- Good planning, organizing skills and attention to detail
- Excellent work attitude and team player
- Ability to use initiative
- Good time management skills
- Ability to maintain employee confidentiality
- Proficiency in the use of relevant computer software and computer applications

Key responsibilities will include:

Technical/Professional

- Assisting with expediting the recruitment process for designated staff within the health department.
- Overseeing and assisting with the computing and updating of leave for staff within the health department and ensuring that staff is kept abreast of their leave status
- Investigating and reporting on salary anomalies and discrepancies to the Senior Human Resource Officer. Handling queries and ensuring that they are expeditiously resolved
- Monitoring work permits and ensuring the relevant documents are forwarded to the Regional Office for further processing
- Monitoring the status of professional licences and making reports to the Senior Human Resource Officer
- Participating in the career pathing and mentoring programmes
- Inspecting of employee's files to ensure they are up-date and ensuring that established procedures are adhered to in the processing of the records
- Preparation of reports as directed/required
- Contributing to and supporting a culture of excellent customer service to both internal and external customers, as well as efficiency in service delivery

Administrative

- Assisting with the management of the preparation and maintenance of personnel records for the health department; ensuring that they are maintained in strict accordance with the stipulated standards
- Ensuring accurate and timely submission of information for the appointment of permanent and temporary staff.
- Assisting with the preparation of pension particulars for relevant staff within the parish for timely submission to the Senior Human Resource Officer.
- Participating in the coordination of staff functions and social events.
- Ensuring the collection of Performance Evaluation Reports for the employees on contract ensuring their completion in a timely manner prior to the end of the contract.
- Updating and maintaining the travel register for all travelling officers.
- Preparing and submitting of documents to the Senior Human Resource Officer for processing of employee's retirement benefits in a timely manner.
- Processing health insurance registration and liaising with Sagicor as it relates to complaints and follow-ups.

Applications along with resume should be sent no later than **Friday, March 28, 2025** to the:

The Senior Human Resource Officer
Manchester Health Department
5-7 Ward Avenue Mandeville
Manchester

E-Mail - manchesterhealthjobs@gmail.com

E-mail: mhdhumanresourcedept@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.