

# Southern Regional Health Authority

**Compassion | Accountability | Respect | Efficiency**  
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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 **May Pen Hospital**:

## **Human Resource Officer (GMG/AM 4)**

(Salary range \$ 2,803,771- \$ 3,770,761 per annum plus any allowance (s) attached to the post)

### **Job Summary**

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.

### **Qualification and Experience**

Associate Degree in Human Resource Management or Public Administration/Public Sector Management/Management Studies.

#### **Plus**

A minimum of two (2) years working experience within the area of Human Resources.

### **Specific Knowledge, Skills & Competencies:**

- Knowledge of the Staff Orders for the Public Service
- Knowledge of the Public Service Regulations
- Knowledge of the RHAs HR Policy Manual
- Knowledge of the Disciplinary Procedures and other GoJ policies that guides the delivery of HRMD services.
- Knowledge of the Laws, procedures and practices pertaining to industrial relations, employment and terminations, salary administration, employee benefits and welfare.
- Knowledge of the Heads of Agreements
- Knowledge of Current trends in HRM
- Knowledge of the MOF&PS Circulars
- Knowledge of the HR's Standard Operating Procedures
- Human Resources for Health
- Knowledge of the Primary Health Care Reform
- Knowledge of the Performance Management Appraisal System
- Knowledge of MyHR+
- Knowledge of the Data Protection Act
- Excellent use of Information, Communication & Technology
- Excellent in Integrity & Ethics
- Excellent Emotional Intelligence skills
- Ability to Managing Internal & External Relationships
- Excellent Teamwork & Cooperation skills
- Must be Customer Focus & Quality Focused
- Excellent People Management skills
- Excellent Problem Solving and Decision-making skills

**Key Responsibilities will include:**

**Technical/Professional/Administrative**

- Assisting with expediting the recruitment process for designated staff within the hospital. Assisting with the effect of transfers and advises on the deployment of staff. Related functions include:
  - ensuring the rotation of Relievers in accordance with the labour laws, and the directives of the Regional Office,
  - monitoring the probationary period and ensuring the timely appointment of staff,
  - monitoring contracts and notifying the Senior HR Officer of termination dates.
- Overseeing and assisting with the computation and updating of leave for staff within the hospital/health department and ensure that staff is kept abreast of their leave status.
- Investigating and reporting on salary anomalies and discrepancies to the Senior HR Officer. Handles queries and ensure that they are expeditiously resolved.
- Monitoring work permits and ensure the relevant documents are forwarded to the Regional office for further processing.
- Monitoring the status of professional licenses and make reports to the Senior HR Officer.
- Participating in the career pathing and mentoring programmes.
- Inspecting employees' files to ensure they are up-to-date and established procedures are adhered to in processing the records.
- Contributing and supporting a culture of excellent customer service to both internal and external customers, as well as efficiency in service delivery;
- Assisting with the management of the preparation and maintenance of personnel records for the hospital/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. Guide staff in the completion of forms.
- Assisting with the preparation of pension particulars for relevant staff within the parish for timely submission to the Personnel Officer. Prepares and submits the annual list of proposed pensioners.
- Participating in the coordination of staff functions and social events.
- Ensuring the collection of Performance Appraisals for employees on contract ensuring their completion in a timely manner prior to the end of the contract.
- Submitting documentation to the Regional office in a timely manner such as assumption of duties, resumption from sick, vacation, study and no pay leave, resignation letters, and other key human resources related matters.

**Special Conditions Associated with the Job**

- Required to work beyond normal working hours and at irregular hours as is necessary to meet critical deadlines according to guidelines in place.
- Spend long hours sitting and using office equipment, computers and attending sessions.
- Access and exposure to confidential and sensitive data.

Applications along with resume should be sent **no later than Thursday, June 11, 2026** to:

Senior Human Resource Officer  
May Pen Hospital  
Muirhead Avenue, Clarendon, Jamaica  
**E-Mail – [jobs.mphhr@gmail.com](mailto:jobs.mphhr@gmail.com)**

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

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

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