

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
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 in the **REGIONAL OFFICE**:

PARALEGAL OFFICER (PLG/LS 4 - Pay Band 5) - *NOT VACANT*

(Salary range \$2,190,302 - \$2,945,712 per annum and the relevant applicable allowances)

Under the general direction of the Corporate Secretary/Legal Officer, the Paralegal Officer is responsible for providing administrative and legal support to Corporate Secretary/Legal Officer responsible for the Southern Regional Health Authority. This is achieved through the establishment and management of support systems and processes that facilitate the work of the Corporate Secretary/Legal Officer.

Qualifications and Experience:

- Minimum five (5) CSEC subjects including English Language;
- Training OR qualification in Legal or Paralegal Studies;
- **Plus**
- Three (3) years' experience in a law office or legal environment

Specific Knowledge, Skills & Competencies:

Technical

- Thorough knowledge of Common Law Legal System;
- Thorough knowledge of drafting Legal Documents;
- Thorough knowledge of Legal Research & Methods;
- Knowledge of the Laws of Jamaica and Corporate Governance Framework
- In depth knowledge of Ministry of Health's laws and regulations; Public Service Regulations, Staff Orders for the Public Service, the FAA Act;
- Proficiency in the use of relevant computer software and other computer applications.

Core

- Excellent oral and written communication skills
- Excellent presentation skills;
- Good research skills;
- Good analytical and critical thinking skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Attention to detail and accuracy;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Managing External relationships

Key responsibilities will include:

Technical/Professional

- Conducting research on legislation, regulations, case law and other legal sources as instructed, identifying relevant judicial decisions, legal articles and other relevant material pertaining to the SRHA;
- Analyzing legal issues and provide summaries or briefs to the Legal Officer.
- Assisting in preparing legal opinions and memoranda on various legal matters.
- Assisting in the preparation of legal documents, under the guidance of the Corporate Secretary/Legal Officer;
- Reviewing legal documents for accuracy, consistency, and compliance with legal requirements;
- Assisting Legal Officer in ensuring compliance with CLPD requirements and training;
- Assisting in coordinating meetings to review and discuss legal documents;
- Managing case files and maintaining organized records of legal documents and correspondence;
- Monitoring case deadlines and assisting in scheduling meetings;
- Providing administrative support to the Legal Officer, including calendar management and meeting

coordination.

- Preparing and distributing legal correspondence and communications as directed;
- Utilizing and maintaining electronic database/Software within legal unit;
- Liaising with external clients as it relates to legal matters;
- Serving as a liaison with other GOJ entities;
- Providing administrative Assistance in preparation for disciplinary hearings;
- Meeting with witnesses in preparation for disciplinary hearings;
- Assisting in collating documents for legal hearings and consultations;
- Providing information to stakeholders and other parties while maintaining confidentiality and/or upon the instructions of the Corporate Secretary/Legal Officer where necessary;
- Processing general inquiries and requests as directed;
- Maintaining files and records in a confidential, secure, and reliable manner, in accordance with established records management principles to ensure expeditious retrieval of files.
- Organising and analysing information;
- Cross checking and validating information for submission to the Corporate Secretary/Legal Officer;
- Drafting legal documents including briefs, agreements, contract and legal memoranda;
- Preparing letters, memoranda and other correspondence for the Corporate Secretary/Legal Officer;
- Reviewing and monitoring new and updated laws and regulations pertaining to the Health Sector;
- Keeps up-to-date on legislative, regulations and health related development, changes and trends;
- Preparing monthly reports on activities undertaken;
- Scheduling and arranging Board meetings;
- Reviewing and circulating Board Reports within reasonable timeframe.
- Preparing Meeting Minutes for review;

Management/Administrative

- Developing Individual Work Plan in accordance with the goals of the Legal Unit;
- Participating in meetings, seminars, workshops and conferences as necessary;
- Preparing reports and legal documents as required.

Applications along with resume should be sent no later than **Friday, October 10, 2025** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

****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