

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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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 **ST. ELIZABETH HEALTH DEPARTMENT**:

PARISH MANAGER (GMG/SEG 5 – Pay Band 11) – VACANT
(Salary range \$7,716,512 – \$10,377,851 per annum and any applicable allowances)

Under the direction of the Regional Director, the incumbent has oversight for the facilitation, co-ordination and execution of all plans and programmes to meet the needs of the parish in conforming to Regional Health Authority's/MOH & Wellness' policy decisions, as well as:

- Identify the level of resources required for plans and programmes so that appropriate decisions can be taken to facilitate timely response.
- Provide overall management of the health service delivery system, in order to ensure the provision of efficient, cost-effective and quality health services.
- Develop the parish's strategic plan in consonance with that of the Regional Health Authority (RHA) and the Ministry of Health and Wellness.
- Implement a human resource management process, which ensures the overall development of employees, including training and career development.
- Implement a Financial Management System and is responsible for the efficient and effective use of financial resources.
- Determine order of priorities for allocation of resources, this will afford proactivity to reduce incidence of crisis and attain deadlines.
- Ensure the timely maintenance of equipment and infrastructure of health facilities within the parish.

Qualifications and Experience:

- BSc Degree in Management; Health Service Management; Public Administration; Public Sector Management or in a related field, with specialization in health sector.
- Formal training in health discipline would be a distinct advantage
- Post Graduate qualification
- Certification in Leadership

Plus

- Five (5) years' experience at a senior management level in a related area.

Specific Knowledge Skills and Competencies:

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- GoJ's Budget Management and Accounting Principles processes.
- Research and data analysis techniques.
- Procurement processes
- Health Systems
- Legislation relating to Health Service
- Social, cultural and economic factors affecting health
- Strategic Planning
- Strategic Networking
- Budget Management
- Operations & Maintenance
- Service Delivery & Information
- Data Protection Act
- Performance Management and Appraisal System (PMAS)
- MyHR+
- Excellent strategic planning, decision making, and coordinating skills
- Excellent team building skills
- Well developed human relations and leadership skills
- Sound judgement and initiative
- Sound financial management skills
- Excellent negotiation and communication skills

Key responsibilities will include:

A. Management and Administrative

- Overseeing the preparation of programme plans and reports.
- Directing and controlling the development of the strategic and operational plans for the parish.
- Ensuring annual report is collated and efficiently done for timely submission to the Regional Director.
- Managing (in a creative, efficient and cost-effective manner) the activities of the integrated health care delivery services in accordance with established policies, priorities and regulations of government.
- Supervising the staff of the integrated health care delivery services and ensure high levels of productivity.
- Co-ordinating and directing, in keeping with local needs and national guidelines, the development, implementation and evaluation of the disaster preparedness and the management of mass casualty plans for the parish.
- Overseeing the utilization of information technology as a tool in the implementation of health care delivery services.
- Organizing the operational functions of the health care delivery system through departmentalisation, delegation of duties and responsibilities.
- Monitoring the implementation of norms and standards as stipulated by the Regional Authority.
- Establishing formal systems of accountability to ensure the delivery of integrated health care that is accessible and affordable.
- Co-ordinating and monitoring the implementation of projects and programmes to ensure the efficient and effective delivery of quality health service to clients/patients within the parish.
- Making proposals for health services development to Regional Health Authority.
- Conducting annual reviews to evaluate achievement of targets set.
- Identifying, developing and implementing research projects.
- Participating in studies conducted by the Region.
- Participating in training to keep abreast of new and changing trends in procedures and technology.
- Undertaking analytic studies on Emergency Room visits and self-referable or walk-in services that could be provided in a primary care setting.
- Analysing the impact of changes in demographic and economic statistics on the health service, and makes forecast of service and facilities demand that arise from the analysis.
- Attending meetings of the Senior Management, Parish Council, Hospital Management Committee, Health Committee, NGO's, Private Sector, Heads of Departments within the parish.

B. Financial Management and Control

- Directing the preparation of the annual budget for submission to the Regional Health Authority and Ministry of Health & Wellness. Maintains a system of accounting and internal control that is in accordance with the FAA Act and other required policies.
- Directing and controlling the effective use of financial resources, which includes the implementation of responsible accounting systems in accordance with set policies.

C. Human Resource Management

- Ensuring the implementation of effective Human Resource Management and Development Policies to ensure a high level of employee morale and productivity.
- Ensuring the effective maintenance of human resource systems.
- Assisting with identifying, developing and implementing training programmes for staff members.
- Providing opportunities to develop personal and professional skills that are required for health services delivery.
- Assisting with assessing the training needs and recommending members of staff for specific training.

Applications along with resume should be sent no later than **Tuesday, September 22, 2026** to:

**Senior Director, Corporate Services
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