

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**:

PROJECT ADMINISTRATOR (GMG/AM 3 - Band 5) - VACANT

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

Under the general supervision of the Senior Project Engineer/Manager, the incumbent will be responsible for ensuring the efficient provision of administrative and secretarial support services to the Senior Project Engineer/Manager

Qualifications and Experience

The ideal candidate must possess:

- Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent
Plus
- A minimum of three (3) years' working experience as an Administrative Assistant within a health environment

Specific Knowledge, Skills & Competencies

- Knowledge of standard office procedures and control systems
- Working knowledge of computer applications - Microsoft Word, Excel, PowerPoint, Publisher and Access
- Good report writing skills
- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- Integrity & ethics
- People Management Skills
- Problem Solving and Decision Making Skills
- Excellent Time Management skills

Key Responsibilities will include:

- Providing secretarial and administrative support services to the Senior Project Engineer/Manager for the production of letters, memoranda, minutes and other official documents.
- Receiving telephone calls and visitors, makes appointments and confirms meetings.
- Ensuring meetings within the department are properly arranged and discussions and actions properly documented and communicated to staff within the department.
- Monitoring queries directed to the department and provides where possible, necessary advice or information required by clients.
- Maintaining schedule of all appointments and official engagements of the Senior Project Engineer/Manager and issues reminders to ensure fulfilment.
- Assisting in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers.
- Liaising as necessary between Senior Projects Engineer/Manager and the other staff within the department for dissemination of information and instructions.
- Ordering and maintaining inventory or stationery used in the department.
- Distributing stationery to the staff.
- Instituting the necessary control systems for stationery and communication within the department.

- Preparing monthly attendance and punctuality reports for staff so as to verify allowances for working beyond normal working hours.
- Establishing and maintains a records management system/procedure for the department.
- Performs follow-up to secure timely response from internal and external entities in respect to letters and memoranda emanating from the department.
- Preparing draft responses, letters, memoranda, reports and notes of meetings.
- Creating a comprehensive filing system and file maintenance of Project documents, Sponsor Agency documents, Project consultant documents, Parish project proposals, etc.
- Maintenance of a File registry logbook

Applications along with resume should be sent no later than **Friday, June 12, 2026** 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 THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING
IN THE 'SUBJECT LINE' OF YOUR EMAIL **

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED