

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**:

PROJECTS OFFICER (SOG/ST 7 - Pay Band 9) - VACANT

(Salary range \$5,198,035 - \$6,990,779 per annum and the relevant applicable allowances)

Under the general direction of the **Senior Projects Engineer/Manager**, the Project Officer has responsibility to develop and manage the implementation of civil works projects, ensuring the most efficient use of resources and adherence to project scope, specifications, quality, contract completion dates and project budget.

Qualifications and Experience:

- First Degree in Construction Management or equivalent; **Plus**
- Minimum of two (2) years working experience in the building construction industry
- OR**
- Diploma in Construction Management or equivalent; **Plus**
- Minimum of five (5) years' experience in the building construction industry

Would be a Distinct Advantage

- Training in Project Management

Specific Knowledge, Skills & Competencies:

Technical

- Knowledge of Jamaican Building and Electrical Codes and or codes of practice for building construction and infrastructure works
- Working knowledge of GOJ standard bidding document and contract clauses
- FIDIC, CIC standard forms of contract
- Quantity Surveying Principles
- GOJ procurement guidelines
- Project management principles
- Structural engineering principles

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, problem-solving and decision making;
- Ability to undertake building

Key responsibilities will include:

Technical/Professional

- Undertaking building surveys as directed by Senior Projects Engineer/Manager to ascertain scope of new and/or remedial work.
- Formulating solutions based on construction economy and preparing scope of works for inclusion in tender documents.
- Assisting the Senior Project Engineer/Manager/Consultant in preparation of bills of quantity when required
- Interpreting working drawings and technical documentation for accuracy and making recommendations as necessary

- Providing supervision of contractors
- Observing work in progress to validate procedures being followed and materials being used and maintaining information in site diary.
- Verifying accuracy of dimensions, elevation of instalment, levels and alignments of work in progress
- Witnessing and recording the commissioning and testing of materials and equipment being used
- Ensuring records of all accidents and incidents in the prescribed format and submission of report to relevant parties
- Ensuring works are executed in accordance with all applicable codes, regulations and specifications.
- Computing monthly estimates of work completed by contractors and ensuring that work has been done to the required standard before payments are approved.
- Ensuring sketches of construction installations that deviate from contract drawings are produced and reporting such changes for incorporation on as built drawings.
- Liaising and meeting with clients to exchange information pertinent to the optimum execution of contract(s).
- Maintaining database of all Contractors, Sub-Contractors and Suppliers including the names of their representatives on assigned projects
- Preparing Progress Reports, including photographic records, to inform management and stakeholders of the current status of each project
- Maintaining records of certificates, variations, claims, meetings and transactions with clients, contractors, suppliers, consultants and any other involved party
- Carrying out other functional responsibilities as are incidental to the foregoing as is delegated from time to time.

Applications along with resume should be sent no later than **Monday, October 13, 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