

# Southern Regional Health Authority

**Compassion | Accountability | Respect | Efficiency**  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
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Website: [www.srha.gov.jm](http://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 **Mandeville Regional Hospital**:

## **Records Clerk - (PIDG/RIM 1) - Not vacant**

**(Salary range \$1,439,455 - \$1,935,907 per annum plus any allowance (s) attached to the post)**

### **Job Summary**

Under the direct supervision of the Regional Dietitian, the incumbent is responsible for clerical and administrative support in order to optimize workflow procedures in the office, point of reference for enquiries request or issues in accordance with departmental and governmental procedures.

### **Qualification and Experience**

- Four subjects at *GCE O'Level/CSEC/SSC/City & Guilds* inclusive of English Language and Mathematics.
- plus
- A minimum of two (2) years' experience at a clerical level in Personnel Administration or Human Resource within a public sector organization.

### **Specific Knowledge and Required Skills**

- Excellent typing skills.
- Good speedwriting and minute taking skills.
- Excellent oral and written communication skills.
- Good time management and organizing skills.
- Good interpersonal and customer service skills.
- Ability to work on own initiative.
- Professional attitude and confidentiality

### **Key Responsibilities will include:**

- Interviewing visitors and callers, determines the nature of their enquiry and refers them to the appropriate officer.
- Receiving and sorts incoming mails and dispatches outgoing mails
- Preparing internal and external correspondences
- Performing typing services for the department.
- Typing reports, budgets, programmes plans, routine letters/memoranda
- Recording the movement of correspondence and files.
- Printing and or copying of office form, correspondence, reports and other documents
- Planning for meetings, and seminars
- Organizing and service meetings (producing agendas, taking minutes and prepares minutes required).
- Developing and maintain an effective information storage and retrieval system
- Providing support to employees
- Ensuring all schedule vacation, departmental and sick leave are processed through human resources management and development Unit
- Liaising with staffs in other facilities on the instruction of the reporting officer
- Keeping electronic inventory of equipment

- Scheduling appointment for inpatients and outpatients referred to clinical dietetics services
- Ensuring that health records are retrieved on Monday and Wednesday for NOPC
- Entering Nutrition Clinic statistics entered on appropriate form after each clinic
- Collating data for inpatient clinical dietetics service
- Ensuring that data for administrative and clinical dietetics quarterly report are accurately entered in Excel spread sheet.
- Assisting the Regional Dietitian/Chief Dietitian in validating data
- Ensuring the safety and security of confidential documents and reports.
- Following up on correspondences and assignments issued by the reporting officers to functional officers.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- May be required to work beyond the normal working hours.
- Required to meet numerous critical deadlines

Applications along with resume should be sent **no later than January 13, 2025** to:

Senior Human Resource Officer  
Mandeville Regional Hospital  
32 Hargreaves Avenue  
Mandeville P.O., Manchester  
FAX (876) 625-8493  
E-Mail - [jobsmrh@gmail.com](mailto:jobsmrh@gmail.com)

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