



The Southern Regional Health Authority (SRHA) is a statutory body under the Ministry of Health responsible for the management and operation of Public Health Services within the parishes of Clarendon, Manchester and St. Elizabeth. The Authority invites applications from suitably qualified persons for the following position:

### **Records Officer (PIDG/RIM2)**

#### **May Pen Hospital**

(Salary range \$778,917 - \$925,888 per annum and any allowance (s) attached to the post)

Under the supervision of the Senior Human Resource Officer, this position is responsible for assisting the Senior Human Resource Officer with HR processes such as processing of service records, calculating and updating leave for staff within the hospital and assisting in maintaining personnel files and updating the HR Software.

### **QUALIFICATIONS AND EXPERIENCE**

- Five subjects at GCE O'Level/CXC General Proficiency level inclusive of English Language and Mathematics.
- A minimum of two (2) years experience at a clerical level in Personnel Administration or Human Resource within a public sector organization.

### **Required Skills & Specialized Techniques**

- Excellent record keeping skills
- Good interpersonal relation skills
- A fully developed sense of responsibility and accountability
- Ability to work under pressure
- Must be computer literate
- Effective communication skills

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

- Receives and vets leave applications to ensure accuracy of completion.
- Computes leave and completes relevant section of leave applications. Notify the relevant staff accordingly.
- Types confidential documents and files documents relating to personnel matters; makes and/or handles enquiries; assists with investigations.
- Monitors daily clearance of the internal and external mail within the department.
- Ensures that all outgoing personnel documents are copied and filed accordingly.
- Provides assistance in submitting documentation to the Regional Office in a timely manner such as assumption of duties, resumption from sick, vacation, study and no pay leave, resignation letters, and other key human resources related matters.
- Maintains a calendar of employee performance evaluations to be conducted, dispatches and collects required forms
- Maintains attendance register and update leave records.

Applications along with resumés should be sent no later than **Wednesday July 27, 2022** to:

The Senior Human Resource Officer  
May Pen Hospital  
Block E, Old May Pen Hospital Building  
1 Muirhead Avenue  
Denbigh P.O  
Clarendon  
Telephone: 986 – 2528  
Email : [personnelmph@gmail.com](mailto:personnelmph@gmail.com)

**NB: We thank all applicants for responding; however, only short listed applicants will be acknowledged.**