

## 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](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 in the **ST. ELIZABETH HEALTH SERVICES**:

### SECRETARY 1 (OPS/SS1)

(Salary range \$639,887 - 760,625 per annum and any allowance (s) attached to the post)

Reporting to the Deputy Chief Public Health Inspector/Chief Public Health Inspector, the successful candidate will be responsible for providing secretarial support services to the Environmental Health Unit.

#### Qualifications and Experience:

- Graduation from a Secondary School with at least 4 subjects, including English Language at the CXC or GCE "O" level and Typewriting at a speed of 30-35 words per minute.

OR

- Successful completion of a course of study at an accredited Secretarial School with proficiency in Typewriting at a speed of 30-35 words per minute and English Language at CXC or GCE 'O' Level.
- Certificate in Administrative Management level 1 would be an asset

#### Plus

- A minimum of one (1) year working experience as a Secretary

#### Required Skills & Competencies:

- Ability to communicate effectively in oral and written format
- Proficiency in Microsoft Office Suite (Microsoft Word, Excel, Power point, etc)
- Excellent typing skills
- Excellent interpersonal and Customer Service skills
- Good time management and organizing skills
- Ability to maintain filing system and details of confidential information
- Ability to work on own initiative with minimal supervision

Applications along with resume should be sent **no later than May 09, 2022** to:

The Senior Human Resource Officer  
St. Elizabeth Health Department  
High Street  
Black River, St. Elizabeth

E-Mail - [sehdpersonneldept@gmail.com](mailto:sehdpersonneldept@gmail.com)

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