



Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

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 at **Chapelton Community Hospital**:

SENIOR SECRETARY (OPS/SS 3)-vacant

Salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post. Reporting to the Hospital Administrator, the successful candidate will be responsible for providing administrative and secretarial support to Hospital Administrator in the general coordination of all aspects of the delivery of health care within the hospital.

Qualifications & Experience:

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute, plus four (4) to five (5) years general office experience;

OR

- Graduate from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Required Knowledge, Skills and Competencies:

- Excellent time management, planning and organizing skills
- Well-developed communication and interpersonal skills
- Professional attitude and confidentiality
- Ability to work on own initiative and under pressure
- Excellent shorthand/note taking skills of at least 100 wpm
- Working knowledge of standard office control systems
- Proficiency in the use of computers as well as computer applications especially Microsoft Office Suite

Key Responsibilities will include:

- Establishing a centralized information data-base for the hospital, monitors and updates accordingly.

- Receiving telephone calls and visitors, makes appointments and confirms meetings.
- Monitoring all inquiries directed to the office and provides where possible necessary advice of information required by clients.
- Maintaining schedule of all appointments and official engagements of the Hospital Administrator and issues reminders and ensure fulfilment.
- Assisting in the maintenance of all effective client relations by determining the nature of enquiries from visitors and callers.
- Liaising as necessary between the Hospital Administrator and the other staff for dissemination of information and instructions.
- Providing necessary logistic support in arranging meetings by arranging venues, informing attendees and other related activities.
- Performing follow up to secure timely response from internal and external entities in respect to letters and memoranda emanating from the office.
- Preparing draft responses, letters, confidential documents, memoranda, reports and minutes of meetings.

Applications along with resume should be sent no later than **Thursday, November 24, 2022**

to:

**Senior Human Resource Officer
Clarendon Health Department
1-3 Jackson Street
Denbigh, Clarendon**

E-Mail: clarendonhealthdepartmenthr@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED