

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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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 **Mandeville Regional Hospital**:

SENIOR SECRETARY (OPS/SS3) - CONTRACT

(Salary range \$1,007,823 - \$1,197,984 per annum and any applicable allowances)

Reporting to the Director of Nursing Services, the successful candidate will be responsible for providing highly complex secretarial support services to the Nursing Administration.

Qualifications and Experience:

- CXC or GCE 'O' Level English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND), 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

- Graduated 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 spread sheets; 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

- Good interpersonal skills
- Good oral and written communication skills
- Good customer relations skills
- Adaptability, Integrity, Confidentiality
- Excellent use of initiative
- Excellent secretarial skills
- Good knowledge of Records Management
- Proficiency in the relevant software applications

Key Responsibilities will include:

- Performing stenographic duties for the production of letter, memoranda, minutes
- 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 Director of Nursing Services 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 Director of Nursing Services 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 drafts responses, letters, memoranda, reports and notes of meetings and other official documents.

Applications along with resume should be sent no later than **Thursday December 01, 2022.**

Senior Human Resource Officer
Mandeville Regional Hospital
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Manchester
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- **NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**