

## **SOUTHERN REGIONAL HEALTH AUTHORITY**

The Southern Regional Health Authority (SRHA), 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, invites applications from suitably qualified persons for the following position:

### **SECRETARY 1 (OPS/SS1) (Mandeville Regional Hospital)**

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

Reporting to the Personnel Officer, the successful candidate will be responsible for providing highly complex secretarial support services to the Personnel Department.

#### **Qualifications and Experience:**

- Graduation from a Secondary School with 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 two – three (2-3) years working experience as a Secretary

#### **Requirements:**

- The ability to communicate effectively in oral and written format
- Effective interpersonal skills
- Excellent time management skills
- Maintaining confidential files and details of confidential information
- Proficiency in Microsoft Office Suite
- Ability to work on own initiative with minimal supervision

*Applications along with resume should be sent no later than **April 21, 2021** to:*

Personnel Officer  
Mandeville Regional Hospital  
32 Hargreaves Avenue  
Mandeville

**FAX (876) 625-8493**

**E-Mail – [nickesha.powell@srha.gov.jm](mailto:nickesha.powell@srha.gov.jm)**

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