

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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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 at the **BLACK RIVER HOSPITAL**:

SENIOR HUMAN RESOURCE OFFICER (GMG/SEG 1 - Pay Band 7) - VACANT
(Salary range \$3,501,526 - \$4,709,163 per annum and the relevant applicable allowances)

Reporting to the Chief Executive Officer, the successful candidate will manage, plan and administer a range of Human Resource activities and procedures consistent with the Human Resource Policies, Regulations and the Strategic Objectives of the Ministry of Health & Wellness and be responsible for overall human resource management and development of the hospital.

Qualifications and Experience:

- First degree in Human Resource Management/Public Administration/Public Sector Management/Management Studies or equivalent;
- Four (4) to five (5) years working experience as a Human Resource Practitioner in the public sector
- Specialized training in Counselling, Industrial Relations, Conflict Management and Supervisory Management (definite asset)

Specific Knowledge, Skills & Competencies:

- Knowledge of Labour laws and Industrial Relations practices pertaining to employment, termination, salary administration, employee benefits and welfare.
- Knowledge of the RHA's Human Resources Policies and Procedures.
- Knowledge of the Public Service Regulations and Staff Orders for the Public Service
- Knowledge of Disciplinary Procedures that guide the delivery of HRMD services
- Knowledge of the Performance Management System (PMAS)
- Knowledge of Primary & Secondary Health Care Reform
- Working knowledge of MyHR+ software
- Knowledge of the Data Protection Act
- Ability to communicate effectively in oral & written formats
- Strong leadership and interpersonal skills
- Excellent planning and organization skills
- Strong management and decision-making skills
- Working knowledge of the relevant computer systems and applications.

Key responsibilities will include:

- Expediting the recruitment processes
- Compensation and benefits administration
- Leave administration
- Management and maintenance of personnel records/database
- Processing of training requests
- Succession and manpower planning
- Staff Welfare initiatives

Applications along with resume should be sent no later than **Tuesday, September 22, 2026** to:

Senior Director, Corporate Services
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED