



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

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 **MAY PEN 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 parish.

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

Specific Knowledge, Skills & Competencies:

- Knowledge of Labour laws and Industrial Relations practices.
- Knowledge of the RHA's Human Resources Policies and Procedures.
- Knowledge of the Public Service Regulations and Staff Orders for the Public Service
- Ability to communicate effectively in oral & written formats.
- Strong leadership and interpersonal 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.

Applications along with resume should be sent no later than **Friday, October 04, 2024** to:

Director, Human Resource Management & Development
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