

## **SOUTHERN REGIONAL HEALTH AUTHORITY**

### **Manchester Health Department**

**Compassion | Accountability | Respect | Efficiency**

5-7 Ward Avenue, Mandeville, Manchester, Jamaica WI

Tel: (876) 613-1543/876-6135895/876-613-5739

Website: [www.srha.gov.jm](http://www.srha.gov.jm)

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 in the **MANCHESTER HEALTH DEPARTMENT**:

#### **TECHNICAL ASSISTANT (HTAC/HT 2) - (1 position) Vacant**

(salary range \$2,078,360 - 2,470,517 per annum and any allowance (s) attached to the post)

Under the direct supervision of the Chief Medical Technologist, the Technical Assistant will exercise responsibility for phlebotomy, perform routine investigations on patients' sample in order to aid in diagnosis of patients.

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

- Four (4) subjects in CXC or GCE O'Level including English, Biology, Mathematics and another subject.
- Certificate in Phlebotomy/Venipuncture
- Certificate of Competence from the National Public Health Laboratory is a definite asset
- One (1) year working experience in a similar environment

#### **Specific Knowledge Required**

- Knowledge and operations of a medical laboratory
- Understanding of infection control policies and procedures -able to deal with spillages of blood
- Knowledge of health and safety practices
- Good time management, judgement and decision-making skills
- Good oral communication and human relations skills

#### **Main Duties**

- Swabs work area in preparation for the day's work.
- Receives, sorts, logs and dispatches specimen received from the Specimen Area and referral institutions.
- Assists in maintaining documentation of samples to be discarded.
- Assists with maintenance of statistical records and quality documents for the department.
- Logging of room and refrigerator temperatures, and assisting with maintaining of equipment maintenance logs.

- Stains, mounts and labels of slides
- Assists in stock taking.
- Issues reports via telephone to medical doctors.
- Discards samples that have been used.
- Prepares reagents and chemicals for department. eg. 10% bleach,
- Conducts Rapid HIV and Syphilis testing, slide method blood grouping and other POC (point of care) laboratory testing.
- Prepares blood bags and tubes for blood collection.
- Performs phlebotomy on patient/donors, (where applicable) and ensure that the quality of the blood donated/collected is maintained.
- Observes patients/donors for adverse effects during and after collection and communicate such with person in charge.
- Attends and participates in mobile blood collection sessions.
- Adheres to standard operating procedures of the laboratory.
- Attends meetings and other fora as required.

Applications along with resume should be sent no later than **October 14, 2025** to:

Senior Human Resource Officer  
Manchester Health Department  
5-7 Ward Avenue,  
Mandeville Manchester

E-Mail - [manchesterhealthjobs@gmail.com](mailto:manchesterhealthjobs@gmail.com)

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

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\***

**ONLY SHORTLISTED APPLICATANTS WILL BE ACKNOWLEDGED**