

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 **REGIONAL OFFICE**:

ADMINISTRATIVE ASSISTANT (GMG/AM 3 – Pay Band 5) – SHORT TERM
(Salary range \$2,190,302 – \$2,945,712 per annum and the relevant applicable allowances)

Job Purpose:

Under the general direction of the Director, Human Resource Management and Development, the incumbent is responsible for ensuring the efficient provision of administrative and secretarial support services to the HRM & D Unit.

Qualifications and Experience:

- Associate Degree in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent
Plus
- A minimum of two (2) years' working experience within the area of Personnel Administration

Specific Knowledge, Skills & Competencies:

- Knowledge of general administrative practices and principles;
- Knowledge of the Region's policies and procedures
- Knowledge of the Laws, procedures and practices pertaining to industrial relations, employment and terminations, salary administration, employee benefits and welfare
- Excellent oral and written communication skills
- Customer and Quality Focus
- Teamwork and Cooperation
- Results oriented
- Planning, organizing and multi-tasking skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong decision-making skills
- Ability to interact with staff at all levels in a fast-paced environment.
- Ability to work independently with little or no supervision

Key responsibilities will include:

- Providing secretarial and administrative support services to the Director, HRM & D for the production of letters, memoranda, minutes and other official documents.
- Receiving telephone calls and visitors, making appointments and confirming meetings.
- Ensuring meetings within the department are properly arranged and discussions and actions properly documented and communicated to staff.
- Monitoring queries directed to the department and providing where possible, necessary advice or information required by clients.
- Maintaining schedule of all appointments and official engagements of the Director, HRM & D and issuing reminders to ensure fulfilment.
- Assisting in the maintenance of effective client relations by determining the nature of enquiries from visitors and callers.
- Liaising as necessary between Director, HRM & D and the other staff for dissemination of information and instructions.
- Ordering and maintaining inventory or stationery used in the department.
- Distributing stationery to the HRM & D staff.
- Instituting the necessary control systems for stationery and communication within the department.
- Preparing monthly attendance and punctuality reports for staff so as to verify allowances for working beyond normal working hours.

- Establishing and maintaining a records management system/procedure for the department.
- Performing follow-up to secure timely response from internal and external entities in respect to letters and memoranda emanating from the department.
- Preparing draft responses, letters, memoranda, reports and notes of meetings.
- Maintaining a filing system for the Director to facilitate the easy retrieval of documents.
- Ensuring office keys for the department are securely stored.
- Performing Secretarial duties for the HR Committee of the Board.

Applications along with resume should be sent no later than **Thursday, September 03, 2026**
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 THE NAME OF THE JOB YOU ARE APPLYING FOR IN THE "SUBJECT LINE" OF YOUR EMAIL.

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED