

Southern Regional Health Authority

Manchester Health Department

Compassion | Accountability | Respect | Efficiency

5-7 Ward Avenue Mandeville, Manchester

Tel: (876) 318-0454/ (876) 225-9008

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 **MANCHESTER HEALTH DEPARTMENT**:

ADMINISTRATIVE ASSISTANT (GMG/AM 3 - Pay Band 5) - VACANT

(Salary range \$2,190,302 - \$2,945,712 per annum and the relevant applicable allowances)

Under the general supervision of the Parish Manager the incumbent is responsible for providing administrative and secretarial support to the Parish Manager in the general co-ordination of all aspects of the delivery of health care within primary care

Qualifications and Experience:

- Diploma in Business Administrative/ Certificate in Administrative Management (MIND) Levels 1-3 or equivalent

Plus

- Minimum of five (5) years' working experience as an Administrative Assistant to a Senior Manager

Specific Knowledge, Skills & Competencies:

- Knowledge of Office Administration
- Knowledge of Supplies Management
- Knowledge of Inventory Management
- Knowledge of Events Planning
- Knowledge of Meeting Management
- People Management skills
- Appointment Scheduling
- Working knowledge of Computer applications such as Microsoft Word, Excel & Power Point
- Minutes taking and shorthand skills
- Excellent oral and written communication skills

Key responsibilities will include:

- Aids the Parish Manager in co-ordinating/monitoring the delivery of health care within the Region. Liaises with Senior Managers accordingly.
- Performing office procedures including scheduling appointments, answering telephone, faxing correspondence, responding to emails and copying documents.
- Monitoring the inventory of office stationery and supplies to ensure that adequate levels are maintained, and securely stored.
- Ensures that refreshments are provided for special meetings.
- Ensures office keys are securely stored.
- Requests petty cash to purchase emergency and urgent items for the Administration Department.
- Manages the booking of the Conference Room and ensure it is well maintained.
- Establishes a centralized information data-base for primary care. Monitors and updates accordingly.
- Maintains a complaints file and liaises with the relevant key stakeholders in respect of follow-up action.
- Assists with monitoring a variety of long and short-term projects/programmes within the Region. Liaises with unit heads accordingly.

- Participates in staff communications within primary care and ensure that; the PM is kept abreast of new developments, information is disseminated to the relevant persons within the specified time-frame.
- Establishing and maintaining a records management system/procedure for the department.

Applications along with resume should be sent **via email** no later than **Wednesday, June 03, 2026** to:

The Senior Human Resource Officer
Manchester Health Department
5-7 Ward Avenue, Mandeville
Manchester
E-Mail - manchesterhealthjobs@gmail.com

****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**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED