

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 SECRETARY 2 (OPS/ADS 2 - 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 Regional Technical Director the incumbent is responsible for ensuring the efficient provision of administrative and secretarial support services to the Director.

Qualifications and Experience:

- Certificate in Administrative Management (MIND) Levels 4 or equivalent
Plus
- Minimum of five (5) years' working experience as an Executive Secretary
- Successful completion of the Certified Professional Secretary

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:

Technical/Professional/Administrative

- 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.
- Processing payments vouchers generated.
- Ensuring meetings within the department are properly arranged and discussions and actions properly documented and communicated to staff within the department.
- Maintaining schedule of all appointments and official engagements of the Regional Technical Director and issuing reminders to ensure fulfilment.
- Assisting the Regional Technical Director with investigations regarding complaints from internal and external customers.
- Collating technical reports such as Disaster Plans, Performance Reports, Budgets etc.
- Reading and analysing incoming memoranda, submissions and reports in order to determine their significance and plans their distribution as per directives.
- Establishing and maintaining a records management system/procedure for the department.
- Preparing special reports by gathering, compiling and typing data from various sources.
- Assisting the Regional Technical Director in managing the welfare and development of direct reports through the completion of performance appraisals and recommendation of required training and development programmes.
- Creating and maintaining relevant database to track the department's progress in relation to varying core functions.

- Providing guidance to department staff through effective objective setting, delegation and communication.

Applications along with resume should be sent no later than Tuesday, March 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 IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED