

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**:

ADMINISTRATOR (GMG/AM 4 - Pay Band 6) - VACANT

(Salary range \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post)

JOB PURPOSE

Under the general direction of the Senior Director, Corporate Services, the Administrator is responsible for providing administrative and office support activities to facilitate the efficient operations of the Senior Director's office.

Qualifications and Experience:

- First Degree in Administrative Management/Business Studies or any other related field;
- Three (3) years related working experience in an administrative capacity,
OR
- Associate of Science/Diploma in Public Administration/Management Studies;
- Training in basic Government Accounting would be a plus;
- Five (5) years related working experience;
- Any equivalent combination of education and experience

Specific Knowledge, Skills & Competencies:

Core

- Good interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Good oral and written communication skills;
- Excellent skills in teamwork and cooperation;
- Keen listener;
- Excellent integrity/ethics
- Demonstrates initiative and creativity;
- Flexible and adaptable to change;
- Good customer relations skills
- Sets and maintains high performance standards, detail oriented.

Technical

- Knowledge of general administrative practices and principles;
- Knowledge of the Ministry's policies and procedures;
- Knowledge of modern office equipment
- Proficient in the use of relevant computer applications

Key responsibilities will include:

- Providing administrative and secretarial support to the Director, by:
 - Arranging for venue/meeting room and refreshments, and equipment needed for meetings.
 - Drafting agendas and reports for meetings
 - Preparing and compiling documents for review/circulation
 - Advising the Director of related actions from previous meetings
 - Preparing/compiling meeting documents
 - Ensuring the circulation of minutes and documents/material prior to meetings
 - Recording, transcribing and distributing minutes
 - Maintaining communication with meeting invitees as requested
 - Preparing reports, letters and other correspondence for dispatch
 - Recording messages and contacting internal and external personnel to obtain or impart

information within the scope of authority.

- Printing, photocopying and binding of documents as required.
- Assisting with the development of the Operational plans for the Corporate Services Unit; collating work plans from each direct report;
- Assisting with the preparation of the Quarterly and Annual Reports for the Unit under the supervision of the Director and in collaboration with the respective Managers.
- Assisting with research and providing information to facilitate the preparation of critical reports.
- Liaising with the Regional Health Authorities, other governmental/non-governmental organizations and private agencies as required on behalf of the Director.
- Receiving, answering, screening and making telephone calls for the Director and referring to appropriate officers from time to time;
- Receiving hosts/visitors to the Director;
- Receiving, sorting and logging incoming mail and dispatching to relevant personnel/division/branch/unit; Logs and dispatches incoming and outgoing files to respective officers;
- Ensuring prompt and accurate recording of the receipt and movement of correspondence;
- Maintaining records in accordance with established procedures:
 - Maintaining a system to control and safeguard confidential documents, files and reports
 - Organizing and maintaining an effective filing system that allows speedy retrieval of documents/information.
 - Maintaining correspondence logging system
- Ensuring urgent matters are re-routed for immediate action to the relevant officers.
- Taking dictation and transcribing and dispatching to the intended persons/organization.
- Developing and monitoring calendar and diary for meetings, appointments, assignments and events for the Director.
- Scheduling and coordinating performance appraisal meetings for direct reports to the Director.
- Operating office equipment such as photocopier, fax machine in support of the work of the Director and the Unit;
- Maintaining adequate office supplies for the division including official forms/documents for the Director.

Applications along with resume should be sent no later than **Friday, July 11, 2025** 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