



## Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
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Website: [www.srha.gov.jm](http://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**:

### **SENIOR SECRETARY (OPS/SS 3 – Pay Band 4) – VACANT**

(Salary range \$1,711,060- \$2,301,186 per annum and the relevant applicable allowances)

#### **Job Purpose:**

Under the general direction of the Administrator, the Senior Secretary is responsible for providing secretarial support to facilitate the efficient management of activities of the Corporate Services Unit.

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

- CXC or GCE 'O' Level subjects including English Language;
- Successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies;
- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute, **plus**
- Four (4) to five (5) years general office experience.

#### **OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute;
- Training in the use of a variety of software applications e.g., word processing, database and spreadsheets;
- English Language at CXC or GCE O'Level;
- Completion of the appropriate Office Professional Training Course at the Management Institute for National Development, **plus**
- Four (4) to five (5) years general office experience;

#### **OR**

- Successful completion of the Certified Professional Secretary course;
- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute;
- English Language at CXC or GCE O'Level;
- Training in the use of a variety of software applications and
- Four (4) to five (5) years general office experience; **plus**
- The appropriate Office Professional Training Course at the Management Institute for National Development.

#### **Specific Knowledge, Skills & Competencies:**

- Knowledge of general administrative practices and principles;
- Knowledge of the Region's policies and procedures
- 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:**

**Administrative Responsibilities**

- Providing secretarial support services to the Corporate Services Division:
  - placing and/or screening calls;
  - recording and transcribing minutes of meetings;
  - typing and/or filing confidential documents;
  - maintaining an appointment diary;
  - making and/or handling enquiries.
- Co-ordinating Unit meetings for the Senior Director, Corporate Services.
- Co-ordinating activities to facilitate the effective management of services within the Division.
- Communicating as instructed with Heads of Units, individuals, on behalf of the Division to allow for improvement and further effectiveness in the operations of the Unit;
- Assisting with the compilation of quarterly and monthly reports on the activities of the Division;
- Updating and maintaining payment database for the Division;
- Assisting with compiling and submitting Payments report as requested by the Senior Director;
- Assisting with preparing commitment vouchers/purchase orders for the office of the Senior Director.

**Administrative Responsibilities**

- Disseminating information for meetings to relevant staff/officers;
- Recording and producing minutes of meetings and ensuring dissemination of same;
- Reading and analysing incoming memoranda, submissions and reports, to determine their significance and plan their distribution;
- Preparing written responses to routine enquires as requested by the Senior Director;
- Preparing and modifying documents including correspondence, reports, drafts, memoranda and emails;
- Coordinating and facilitating the flow and distribution of information between the Senior Director's Office and the Corporate Services Unit;
- Liaising with Directors and Programme Managers in order to follow-up on matters as well as to get information for various purposes.

Applications along with resume should be sent no later than March 11, 2026 to:

**Director, Human Resource Management & Development  
Southern Regional Health Authority  
3 Brumalia Road  
Mandeville.**

E-Mail - [jobs@srha.gov.jm](mailto: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**