



Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

3-4 Georges Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

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 at **CLARENDON HEALTH DEPARTMENT**:

RECORDS OFFICER (PIDG/RIM 2) HUMAN RESOURCES - VACANT

Salary range \$1,711, 060 - \$2,301,186 per annum and any allowance(s) attached to the post.

Job Summary

Under the supervision of the Senior/Human Resource Officer, this position is responsible for assisting the Senior/Human Resource Officer with HR processes such as processing of service records, calculating and updating leave for staff within the hospital/health department and assisting in maintaining personnel files and assisting with updating the HR Software.

Qualifications & Experience:

- Five (5) subjects at *GCE O' Level/CSEC/SSC/City & Guilds* inclusive of English Language and Mathematics
- A minimum of two (2) years' experience at a clerical level in Personnel Administration of Human Resources within a public sector organization

Required Knowledge, Skills and Competencies:

- Good knowledge of HR Policies and leave administration
- Knowledge of Data Protection Act 2020
- High level of confidentiality, professionalism and integrity in the performance of duties
- Strong problem-solving skills
- Knowledge of principles and practices of records keeping and filing administration
- Strong organizational skills and attention to detail
- Ability to consistently perform routine tasks
- Good communication (both written and verbal) skills
- Excellent customer service skills and interpersonal skills
- Good teamwork and co-operation
- Ability to maintain accurate records
- Good time management skills
- Proficiency in Microsoft Office

Key Responsibilities will include:

- Meeting and other fora attended as required.
- Sorts, classifies, indexes and files correspondences according to standard operating procedures in place.
- Retrieving files as per requests and according to standards in place.

- Ensuring that missing files are brought to the attention of the Senior/Assistant HR Officer in a timely manner.
- Assisting with the execution of the MyHR+ processing as instructed.
- Ensuring that personnel files are kept safe and handled with care.
- Maintaining personnel records for the hospital/health department staff ensuring that information is kept accurate and up-to-date at all times.
- Leave administered according to the policies and standard operating procedures in place.
- Assisting with the dispatching of documents.
- Performs other related duties assigned by the Senior/Human Resource Officer from time to time so as to achieve targets and deadlines.

Applications along with resume should be sent **via email** no later than **Friday, June 05, 2026** to:

**Senior Human Resource Officer
Clarendon Health Department
3-4 Georges Street
Denbigh, Clarendon
E-mail Address: chdhrjobs@gmail.com**

****PLEASE INDICATE IN THE 'SUBJECT LINE'
THE NAME OF THE POSITION TO WHICH YOU
ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED