

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**:

MANAGER, OFFICE SERVICES (GMG/SEG 1- Band 7) - VACANT

(Salary range \$3,501,526- \$4,709,163 per annum and any allowance(s) applicable to the post)

Job Purpose:

Under the direct supervision of the Senior Director, Corporate Services, the incumbent has responsibility for the efficient management of the operational and administrative processes of the Authority, so as to ensure the smooth running of the Regional Office.

Qualifications and Experience:

- Bachelor's Degree in Business/Public Administration or related discipline from a recognized institution
 - A minimum of five (5) years' experience in supervisory and administrative support services
 - Must be computer literate
- OR**
- Any equivalent combination of qualifications and experience

Specific Knowledge, Skills & Competencies

- Extensive knowledge of Office Administration, Inventory Management and Supplies Management
- Knowledge of Events Planning, Meeting Management and Appointment Scheduling
- Microsoft Word, Excel, Power Point
- Working knowledge of Project Management, Financial/Resource Management
- Working knowledge of Shorthand Writing, MyHR+ and PMAS
- Excellent oral and written communication skills
- Customer and Quality Focus
- Good teamwork, people management and co-operation skills
- Excellent planning & organizing skills
- Problem solving and decision-making skills
- Good negotiation and analytical thinking skills
- Use of Information, Communication & Technology
- Results Oriented
- Initiative
- Integrity & Ethics

Key responsibilities will include:

A. Management & Administrative

- Monitoring the inventory of office stationery and supplies to ensure that adequate levels are maintained, and are securely stored.
- Ensuring that established schedules for the inspection of Regional Office equipment are carried out.
- Preparing and submitting monthly operational reports to the Senior Director, Corporate Service within agreed timeframes
- Maintaining record of Regional Office property loaned to other Departments and ensuring their timely return
- Monitoring service delivery, and maintaining liaison with utility companies and other service providers to ensure efficient and effective provision of services

- Verifying/certifying payment vouchers generated by the Administration Department
- Scheduling the use of Meeting Rooms within the Regional Office
- Ensuring the efficient utilization of office space, and adequate supply of office furniture
- Overseeing the provision of housekeeping services, to include; ensuring that washrooms, kitchen and lunch room facilities meet the highest hygiene standards; maintaining the aesthetics of the grounds at an appreciable level; cleaning of offices and disposing of waste
- Ensuring that an effective communication link is maintained between key officers with the SRHA by:
 - i) assignment of cellular telephones in the Closed User Group
 - ii) Monitoring the efficiency of the units provided
 - iii) Liaising with the Management Information Systems Department/service provider to ensure timely repairs/replacement of instrument
- Acting as custodian for the keys to the offices and other areas of the SRHA, and ensuring that keys are securely stored and accounted for at all times, in keeping with stipulated guidelines.
- Ensuring lease/rental agreements and payment obligations are accurate and current.
- Preparing and submitting work orders to the maintenance department for repairs/maintenance of office equipment.
- Liaising with external technical services for support in maintenance/acquisition of office equipment or services.
- Planning and co-ordinating official functions for the Southern Regional Health Authority.

B. Technical/Professional

- Monitoring the execution of service contracts to ensure conformity to agreed terms
- Participating in Tender Evaluation relevant to portfolio area.

C. Human Resources

- Managing the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes.
- Providing leadership to staff through effective objective setting, delegation and communication.
- Participating in the recruitment of staff for the Department.
- Ensuring that staff is aware of and adheres to organizational policies, procedures and regulations.
- Approves leave for staff under direct supervision.

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