



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 **PERCY JUNOR HOSPITAL**:

SECRETARY 2 (OPS/SS 2) Vacant

(Salary range \$ \$1,439,455 - \$1,935,907 per annum plus any allowance (s) attached to the post)

Job Summary

Under the direct supervision of the Senior Medical Officer the incumbent is responsible to provide secretarial and administrative support services to the Senior Medical Officer (SMO) of the Hospital to ensure the effective and efficient operations of the SMO's Office.

Qualification 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; proficient 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 and Required Skills

Core:

- Good inter-personal skills.
- Good oral and written communication skills.
- Good time management skills.
- Excellent planning and organizing skills.
- Strong customer and quality focus skills.
- Ability to use initiative.
- PC operating skills (spreadsheets, word processing or other data base applications).

Functional/Technical:

- Sound knowledge of Records Management.
- Basic knowledge of the operations of Government/Ministry's policies and procedures.
- Excellent knowledge of standard office procedures.

- Ability to use all typical office machines.
- Ability to maintain calendars and schedule appointments.

Key Responsibilities will include:

- Performing office procedures including scheduling appointments, answering telephone, faxing and emailing correspondence and copying documents;
- Assisting with organizing monthly CPC meetings:
 - Informing / reminding the departments scheduled to present to get speaker topic for presentation
 - Compiling list of speakers and topics for each meeting
 - Sending out meeting information by email to prospective attendees
 - Liaising with sponsors where needed and appropriate
- Ensures meetings are properly executed;
- Ensures minutes are taken and circulated to the relevant staff
- Keeps a Calendar of Events, Meetings and Reports and reminds the SMO and Medical Consultants of upcoming dates;
- Recording, sorts and dispatches incoming/outgoing correspondence;
- Maintaining stationery and office supplies for the Department. Monitors and controls usage.
- Ensures annual practicing certificates are submitted to the HR Department each year by the stipulated deadline.
- Making the required arrangement for the repair and replacement of office equipment.
- Ensuring documents for Medical Officers are submitted timely to the HR and Accounts Departments.
- Performs any other related duties which may be assigned by the Senior Medical Officer from time to time.

*Applications along with resume should be sent no later than **JUNE 17, 2025** to:*

Assistant Human Resource
Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon

E-Mail - percyjunorjobs@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.