

# 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](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 ADMINISTRATOR (GMG/SEG 1 - Pay Band 7) - VACANT**  
(Salary range \$3,501,526 - \$4,709,163 per annum and the relevant applicable allowances)

Under the general direction of the Regional Director, the Senior Administrator is responsible for the efficient management of the administrative processes of the Regional Director's office, so as to ensure the smooth running of the Unit.

### 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:

#### Technical

- Thorough knowledge of Office Administration
- Knowledge of Inventory and Supplies Management
- Knowledge of the Performance Management Appraisal System (PMAS) and MyHR+
- Knowledge of Events Planning
- Meeting Management and Appointment Scheduling
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Competency in Shorthand Writing

#### Core

- Excellent oral and written communication skills
- Good analytical and critical thinking skills;
- Excellent time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Attention to detail and accuracy;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Managing External relationships

### Key responsibilities will include:

#### Technical/Professional

- Performing duties as the Assistant to the Regional Director by:
  - Liaising with all Parish Managers, Directors and other officers reporting directly to the Regional Director on matters pertaining to reports and critical projects and implementations;
  - Coordinating the submission and review of individual work plans and appraisal review sessions for the Regional Director's direct reports;
  - Coordinating the external complaints system for the Region on a quarterly basis for submission to the Ministry of Health and following up with issues to be resolved
  - Leading and organizing conferences and Ministry engagements for the Region as required by the Regional Director
  - Ensuring that Board and Committee members are equipped with appropriate identification cards
  - Coordinating payments due to members of the SRHA Board
  - Providing secretarial support services to the Regional Director and Board of the Regional Health Authority to ensure that:
    - appointment schedule is maintained for the Regional Director
    - Board and Committee meetings are convened as per schedule

- matters for discussion at the meetings are included on the Agenda
- comprehensive Minutes of Board and Committee meetings are recorded and circulated
- matters requiring action are appropriately communicated
- Assisting with the writing of reports for the Regional Director by:
  - Coordinating and organizing the preparation of the annual budget for the Region;
  - Assisting with the preparation of narratives for the Annual Budget
  - Assisting with coordination and development of the Regional Director's work plan;
  - Assisting with the tabulation and submission of information for the Regional Director's quarterly reports and annual reports for accuracy in the areas of administrative, technical and budgetary performances and indicators.
  - Creating forms and templates as required to address various needs
- Coordinating the Volunteer services for international volunteers for the Region by:
  - Liaising with the various medical, paramedical and nursing councils and the Ministry of Health to ensure that volunteers receive the required licenses/permits to practice their profession in the Region
  - Consulting with the Medical Officers of Health from each parish on the placement of the volunteers
  - Arranging transportation and itinerary for volunteers where necessary
  - Assisting with the clearance of medical supplies and equipment donated to the Region
  - Providing technical assistance to volunteers in preparation for visits to the Region's facilities.
- Serving as a liaison between the Ministry of Health and Wellness' National Healthcare Enhancement Foundation and the Authority as it relates to the coordination and execution of resource mobilization activities by:
  - Liaising with Hospitals, Health Committees, and foundations such as the Ministry of Health and Wellness Health for Life Foundation;
  - Arranging official visits for delegations arriving on the island and for local delegations travelling overseas;
  - Ensuring all protocol matters are adhered to regarding official visits and implementing same in arrangements.
  - Coordinating events and finalizing itineraries for official delegation visits ensuring that all relevant logistics are in place.
- Building and maintaining communication with all relevant stakeholders by:
  - Ensuring timely, appropriate, and quality communication to all partners contributing to SRHA.
  - Ensuring partners are recognized appropriately to show SRHA's appreciation for donations made.
  - Assisting the Corporate Communications and Public Relations Officer with the planning and execution of functions for accepting donations from partners.
  - Monitoring and evaluating partners' communications on a regular basis.
  - Updating the Regional Director, Parish Managers and Chief Executive Officers on partner communication.
  - Developing strategies for communicating effectively with different kinds of partners.
  - Growing one-time donors into repeat and long-term partners by constantly finding ways to increase their engagement keeping them abreast of SRHA's achievements and challenges.

#### **Human Resources Responsibilities**

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

Applications along with resume should be sent no later than **Tuesday, December 30, 2025** 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 IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**