

## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

### **RECORDS OFFICER 1 (PIDG/RIM 2)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and operation of public health services within the parishes of St. Ann, St. Mary, and Portland is seeking a dynamic, proactive and experienced individual to fill the position of **Records Officer 1** at the **Regional Office**.

Reporting to the Regional Epidemiologist the incumbent is responsible for the compilation, processing and maintenance of the health records in a manner consistent with the medical administrative, ethical, legal and regulatory requirements of the Authority.

#### **Qualifications:**

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- A minimum of two (2) years' working experience in administration

#### **Required Skills and Specialized Techniques:**

- Ability to communicate effectively both verbally and written
- PC operating skills with excellent working knowledge of Microsoft Office Suite
- Good time management skills
- Good customer service skills
- Excellent interpersonal skills

#### **Key Responsibilities will include (but not limited to):**

- Maintains confidentiality of records.
- Collate information into summary form as required by the Region.
- Ensure that statistical and medical information submitted is accurate
- File results in a systematic manner for easy retrieval
- Assist in the compilation of reports for the Surveillance department
- Assist in the compilation of presentations of the Surveillance Department
- Attend all applicable training workshops geared towards database and data entry improvement

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Friday, 2025 August 08** to:

**The Director,  
Human Resource Management & Development  
North-East Regional Health Authority  
34-38 Ocean Village Shopping Centre, Ocho Rios  
St. Ann E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm) or Fax: (876) 795–2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS  
WILL BE ACKNOWLEDGED.**