

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 **St. Ann Health Department**.

Reporting to the Senior Human Resource Officer, the ideal candidate must meet the following minimum:

Qualifications:

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- Certificate / Diploma in Business Administration or equivalent would be an asset
- A minimum of two (2) years' working experience within Human Resource or other Administrative Units would be an asset.

Required Skills and Specialized Techniques:

- Knowledge of Human Resource Administration
- Ability to communicate effectively both orally and in writing
- PC operating skills with excellent working knowledge of Microsoft Office Suite
- Good time management skills
- Excellent innovative ability

Key Responsibilities will include (but not limited to):

- Ensuring the timely and accurate update of staff database, ensuring that back-ups are carried at specified intervals, to include active and separation staff list
- Assisting with the maintenance of records and compilation of statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Maintaining staff information to include seniority, increments, and appointments.
- Assisting with updating of staff list and E-census Database

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 June 20** 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 or Fax: (876) 795-2747**

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