



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 (Alexandria Community Hospital) & St. Mary Health Departments**.

Qualifications:

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

Required Skills and Specialized Techniques:

- Sound knowledge of material control inclusive of verifying, recording and marking of raw data
- Sound knowledge of preparing and maintaining records
- Working knowledge of standard office procedures

Key Responsibilities will include (but not limited to):

- Processing patients at reception for Phlebotomy
- Record patient's information manually and electronically
- File and dispatch laboratory reports
- Assist in the preparation and submission of monthly statistics
- Monitor and log refrigerator temperature

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 **Thursday, 2026 April 30** 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.**