



NORTH-EAST REGIONAL HEALTH AUTHORITY SENIOR SECRETARY (OPS/SS 3)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Portland Health Department**.

Senior Secretary (OPS/SS 3 – Band 4) - VACANT
(Salary range \$1,711,060 – 2,301,186 per annum)

Summary

The incumbent will be responsible for ensuring the efficient provision of administrative and secretarial support services to the assigned offices.

Minimum Required Qualification and Experience:

- Certified Administrative Professional Accreditation
- Diploma/Associate Degree in Office Administration or Business Administration **OR**
- NVQJ Level 2 in Business Administration (Secretarial Studies)
- Proficiency in typing at a speed of 50-55 words per minute and shorthand at a Speed 100-120 words per minute
- Minimum of five (5) years' experience in a similar capacity.

Specific Knowledge, Skills & Abilities:

- Working knowledge of standard office procedures and filing systems.
- Well developed computer skills – Microsoft Office Suite.
- Good time management skills and a track record of meeting critical deadlines.
- Excellent oral and written communication skills.
- Effective interpersonal skills.
- Ability to work on own initiative.
- Good Analytical Skills.

Key responsibilities will include but not limited:

- Providing secretarial support to the facility assigned.
- Maintaining an appropriate system to control and safe guard confidential documents, files and reports;
- Attending meetings and taking minutes as required; drafting, circulating and following-up with relevant persons on action items;
- Processing incoming and outgoing correspondence in accordance with established procedures;
- Composing letters, memoranda, reports, official and other documents as directed
- Sending emails, scans, copies, files and retrieving documents and correspondences as required in accordance with established procedures;
- Answering, screening and transferring inbound phone calls and making outbound calls as required

Applications accompanied by resume should be submitted no later than **Friday, 2026 June 05** to:

**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**

PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED