



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

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and 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**:

### **PARISH ADMINISTRATOR (GMG/AM 4)**

#### **Summary:**

Reporting to the Parish Manager, the incumbent is responsible for providing liaison and co-ordination within the Parish Health Department, and between Health Districts and Health Centers on matters involving administrative management and support services for Primary Health Care.

#### **Specific Knowledge / Skills:**

- Participating in the preparation and management of the department's budget
- Monitoring and reporting on maintenance activities
- Property management
- Overseeing the fleet management portfolio

#### **Qualification and Experience:**

- B.Sc. in Management or Diploma in Health Management.
- UTECH Diploma in Management Studies
- A minimum of five (5) years' experience at a managerial level within the Health Sector or a service-oriented organization.

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

- Managing the operations of the Administrative Office of the Portland Health Department for maximum efficiency.
- Generating, review and recommend Procurement Requisitions in the context of an Approved Annual Procurement Plan.
- Developing systems to monitor compliance with the FAA Act and generate non-compliance reports.
- Overseeing the management of fleet vehicles assigned to the Portland Health Department.
- Collaborating with the Maintenance Supervisor to schedule the timely and appropriate maintenance of buildings, equipment and machinery with the PHD.
- Supervising staff to optimize infection, prevention and control measures using established standards of cleaning.
- Managing and monitoring energy usage at health facilities with a view to cost containment and recommend improvement measures.
- Attending meetings as required and generate analytical reports to the Parish Manager to provide an update on key operational activities and or to provide information on any other relevant matter.
- Collaborating with the Human Resource Officer in implementing systems for monitoring staff attendance and productivity in accordance with stipulated targets.
- Collaborating with the Human Resource Officer and Parish Accountant to facilitate the procurement and documentation of uniform and other items related to staff benefits

- Collaborating with the Accounts Department for proper inventory management of equipment and furniture in all SAHD facilities.
- Implementing the clients' complaints mechanism within all PHD facilities, conduct satisfaction surveys as required and generate monthly reports.
- Conducting meetings with direct reports and departments to facilitate ongoing feedback and disseminate information in respect of administrative management functions.
- Performing Human Resource Management functions for staff supervised.
- Participating with the Parish Manager and Medical Officer (Health) in coordinating collaborative projects for the parish's development.

**REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$1,229,060 – \$1,460,966 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07**  
**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.**