



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**:

SENIOR HUMAN RESOURCE OFFICER (GMG/SEG 1)

Summary:

Reporting to the Parish Manager, the incumbent is responsible for the coordination of recruitment and selection activities, other staffing arrangements, managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

Qualifications & Experience:

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; **plus**
- A minimum of three (3) years' experience in human resource management, preferably in the public sector, in an organization of similar size and complexity.

Specific Knowledge Required:

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Current trends in human resource management techniques and practices.
- Government of Jamaica recruitment and selection practices.
- Excellent interpersonal skills
- Strong customer service orientation
- Good oral and written communication skills
- Good problem-solving skills

Key responsibilities will include but are not limited to:

- Participates in the development of the HRM's Unit Plan.
- Manages the daily operations of the Staffing Section to consistently provide a high level of service to clients.
- Coordinates the submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Director, HRMD.
- Provides advice to staff on all types of available benefits, leave and pension matters.
- Ensures the effective administration of benefits, leave and pension processes.
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale (GMG/SEG 1): \$1,640,253 - \$1,949,746 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 or Fax: (876) 795–2747**

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