



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 **Regional Office**:

PRINTERY CLERK (LMO/TS 4)

Summary:

Reporting to the Regional Manager, Maintenance & Engineering the officer is responsible for providing printed materials needed by the Health Facilities across the Region, ensuring the safe and efficient operation of reproduction equipment, and delivering completed materials within established timelines.

Qualifications & Experience:

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- A minimum of two (2) years' experience within an office.

Specific Knowledge Required:

- Inter-personal skills.
- Oral and written communication skills.
- Good time management skills.
- Skill in operating equipment used in reprographics processes; and preparing and maintaining accurate records.

Working Conditions:

- Normal office environment
- May be exposed to dusty environment.
- Lifting of objects may be required.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale (LMO/TS 4): \$614,328 – 695,084 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.