



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**:

SENIOR HUMAN RESOURCE OFFICER (STAFFING) (GMG/SEG 1)

Summary:

Reporting to the **Manager, Human Resource Management**, the incumbent is responsible for the coordination of recruitment and selection activities and other staffing arrangements for the Department.

Qualifications & Experience:

- First Degree in Public Administration or Management Studies, with major in Human Resource;
- Certificate in Computer Applications;
- Five (5) years related professional experience as a Human Resource Management Practitioner in the Public Sector.
- Special Condition Associated with the Job
- May be required to work overtime to meet deadlines.

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.
- Organizational awareness - sound knowledge of the Ministry's roles and functions
- Management capability - good planning and organizing skills
- Excellent interpersonal skills
- Strong customer service orientation
- Good oral and written communication skills
- Performance Management Appraisal System
- Proficiency in computer applications

Key responsibilities will include but are not limited to:

- Assists with overseeing the operations of the Unit in the absence of the Manager, Human Resource Management (HRM).
- Assist in managing the daily operations related to Staffing to consistently provide a high level of service to clients.
- Coordinates with facilities and maintains record of employees requiring annual and biennial registration, and report on outstanding registration.

- Assist with the preparation letters of employment, acting, reassignment, secondment and resignation for the Human Resource Department.
- Coordinates and participates in the recruitment and selection of staff.
- Ensures that new RO employees are sensitized on the policies, procedures and regulations of the Public Service and Department.

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.**