



## **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 **St Mary Health Department**:

### **HUMAN RESOURCE OFFICER (GMG/AM 4)**

#### **Summary:**

Reporting to the Senior Human Resource Officer, the incumbent will be responsible for providing personnel support at the facility, maintaining personnel systems, and monitoring performance appraisals. The ability to effectively administrate employee benefits in keeping with NERHA's policy, procedures, disciplinary codes, and grievance procedures.

#### **Qualification & Experience:**

- BSc. Degree in Human Resource Management or equivalent from a recognized institution
- A minimum of three years (3) years' experience in Personnel Administration.

#### **Specific Knowledge, Skills & Competencies:**

- Working knowledge of the Authority's Human Resource Policies and procedures, and Public Service Staff Orders
- Excellent time management skills and a track record of meeting critical deadlines
- Well-developed human relations skills
- Ability to communicate effectively both orally and in writing
- Excellent working knowledge of Microsoft Office Suite

#### **Key Responsibilities will include, but are not limited to:**

- Providing personnel services to all staff within the St. Mary Health Department, and ensuring the smooth functioning of the day to day activities within the department.
- Ensuring the timely and accurate update of staff database, ensuring updates are carried out at specified intervals, for active and inactive staff.
- Assisting with the maintenance of records and compilation of statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Maintaining staff information to include seniority, increments, appointments.
- Coordinating and participating in interviews conducted at the Facility.
- Monitoring, verifying and reporting on leave applications originating at all units in the hospital.
- Preparing retirement documents to include the monitoring of staff retirement benefits.
- Maintaining register of persons who require annual/biennial registration
- Ensuring that all Industrial Relations and Staff Welfare issues are handled in accordance with Standing Operating Procedures.

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale (GMG/AM 4): \$1,467,234- \$1,744,080 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.**