

NORTH-EAST REGIONAL HEALTH AUTHORITY

RECORDS CLERK (PIDG/RIM 1)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & 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 position of **Records Clerk** at the **St. Ann Health Department**.

Required Qualification & Experience:

- Five (5) CXC/GCE/CSEC subjects inclusive of English Language and Mathematics.
- A minimum of two (2) year working experience

Specific Knowledge, Skills & Abilities:

- Ability to communicate effectively both in written and oral format.
- Ability to display good interpersonal skills.
- Good time management skills.

Key responsibilities will include but not limited:

- Maintains a manual registry for logging documents and /or correspondence received by the facility from external persons and/or entities and route to the respective Head of Department
- Maintains, in collaboration and coordination with the secretaries, a manual registry for logging items/documents/correspondence issued by the facility to external stakeholders and/or entities
- Maintains a manual registry for logging internal documents e.g. leave forms, claims, requests, received from staff for collection by secretaries, drivers, human resource staff and other authorized personnel
- Maintains a manual registry of all maintenance work order then forward to Maintenance Supervisor for action
- Issue application for Food Handlers Permit and Application for Health Certificate for Beauty Therapist, Cosmetologist and Hairdressers and provide available dates for training
- Assist staff/department with photocopying of documents
- Perform other duties as may be assigned from time to time

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,439,455 – 1,935,907 per annum

Detailed application and resume should be submitted no later than **Friday, 2025 October 10** 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**

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