



NORTH-EAST REGIONAL HEALTH AUTHORITY

MAINTENANCE SYSTEMS COORDINATOR (GMG/AM 2)

The **North-East Regional Health Authority (NERHA)**, a statutory body under the Ministry of Health, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications to fill the position of **Maintenance Systems Coordinator** with assignment at the **Regional Health Facilities Maintenance Unit**.

Under the general direction of the Regional Manager, Maintenance & Engineering, the incumbent will be responsible for planned equipment maintenance schedules, logging of all work orders, preparation and update of monthly statistical reports, and utility reports.

The ideal candidate will meet the following educational criteria:

- Diploma or Associate Degree in Business Administration
- One (1) year experience in a similar position

Specific Knowledge & Skills Required:

- Knowledge of biomedical equipment
- Computer Literate
- Effective oral and written communication skills
- Good management and interpersonal skills
- Good analytical, technical skills and sound judgment

Key responsibilities will include but not limited to:

- Monitoring schedules for planned preventive maintenance of biomedical and critical equipment across the Region
- Ensuring all work orders are logged on a daily basis in the Maintenance Management System.
- Liaising with Biomedical Supervisor to provide requisitions for ordering of specific biomedical parts needed to repair equipment as well as monitor basic stock level.
- Updating all inventory listing of equipment into the Maintenance Management System through ongoing dialogue with Biomedical and Maintenance Supervisors.
- Liaising with Maintenance Supervisors to ensure the tagging of all equipment at the Region's Health Facilities

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Friday, 2025 July 04** to:

**The Director,
Human Resource Mgt. & 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.