



NORTH-EAST REGIONAL HEALTH AUTHORITY

HUMAN RESOURCE OFFICER (GMG/AM 4)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of health care and public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **dynamic, proactive and forward-thinking** individual to fill the position **Human Resource Officer (GMG/AM 4)** at the **St Ann Health Department**.

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:

- ASc. 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 with the St Ann 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 Health Department.
- Preparing retirement documents to include the monitoring of staff retirement benefits.
- Maintaining register of persons who require annual/biennial registration
- Ensuring that all Employee Relations and Staff Welfare issues are handled in accordance with Standing Operating Procedures.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$2,803,771- \$3,770,761 per annum

Applications along with detailed resume should be sent no later than **Friday, 2025 October 17** 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.